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Treasury Board Secretariat
Administrative Policy Branch
Information Management Practices

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Introduction

About Info Source

This book, **Info Source (Sources of Federal Government Information)**, will make it fast and easy for you to find out about the Government of Canada, its organization and its information holdings. It will help you determine where you should go, write or call to make government enquiries, and is likely to be the first and only step you'll need to take to locate the source of the information you want.

The Info Source book is also the key to learning how to exercise your rights under two Canadian laws – the *Access to Information Act* and the *Privacy Act*. This Introduction tells you what you need to know to request information under that legislation.

First, however, it is helpful for you to understand the basic differences between the *Access to Information Act* and the *Privacy Act*. Because the information contained under each Act is different and there are different procedures to obtain it, the following pages describe the essential details.

Info Source combines and replaces the **Access Register** (green cover) and the **Index to Personal Information** (yellow cover), two publications you might have seen or used before.

The annual edition of Info Source is complemented by update bulletins which are issued twice a year.

Inside Info Source

The Info Source book has three main components:

Table of Contents

The Table of Contents is organized alphabetically by the commonly used name of the department or agency, such as Agriculture Canada or Health and Welfare Canada, rather than by their legal titles, Department of Agriculture or Department of National Health and Welfare.

Introduction

The Introduction includes:

- information about the terms used throughout the book, some essential points about the *Access to Information Act* and the *Privacy Act*, and directions on how to go about locating information by using Info Source or by making a formal request under either Act;
- an index of **Access to Information and Privacy Coordinators**, which is organized in the same order as the Table of Contents, and gives you the address and telephone number of all Access to Information and Privacy offices; and
- the description of the **Standard Program Records**. This is a category of records of an administrative nature which have been standardized across the government.

Chapters

There is one chapter for each federal government department or agency subject to the *Access to Information Act* and the *Privacy Act*, or to the *Privacy Act* only.

Except for the institutions subject to the *Privacy Act* only, each chapter contains:

General Information

about the institution, including:

- Background
- Responsibilities
- Legislation
- Organization

Information Holdings

including:

- Program Records
- Standard Program Records
- Personal Information Banks
- Classes of Personal Information
- Manuals

Access Procedures

including:

- Address of a central information source, as well as regional addresses, if any
- Additional Information
- Reading Room(s)

Useful terms

Access to Information and Privacy Coordinator
Each federal government department or agency has an Access to Information and Privacy Coordinator. The Coordinator's Office is staffed by people who can answer questions and help you identify the records you wish to see. The Coordinators may be contacted in person, by telephone or by letter. If you send a letter, include as much information as you can to help the staff locate the records you want and send you a reply as soon as possible.

Classes of Personal Information Other personal information not used administratively or not retrievable by personal identifier, for instance unsolicited opinions, complaints or correspondence, is described under "Classes of Personal Information". This category was included to ensure that government departments and agencies account for all personal information which they hold.

Manuals The manuals listed under this title contain the directives, instructions, guidelines or procedures which are used by the employees of a department or agency to carry out its operations, activities or programs.

Personal Information Banks Personal Information Banks provide a summary of the type of information about individuals which is held by federal departments and agencies. The *Privacy Act* requires that Personal Information Banks include all personal information that is organized and retrievable by a person's name or by an identifying number, symbol or other particular assigned only to that person. Personal Information Banks must also include personal information which has been or is being used, or is available for use for an administrative purpose.

Personal Information Banks – Federal Employees The Personal Information Banks for Government of Canada employees are now described in a separate publication, **Info Source (Sources of Federal Employee Information)**. This book will be available in the office of the Access to Information and Privacy Coordinator at each federal government department or agency, federal government personnel offices and federal libraries.

Program Records The Program Records provide pointers to program information held by each federal government department and agency, and describe the subject areas covered by these programs.

Program Record Number or Bank Number The Program Record Number or the Bank Number you see at the end of each Program Record or Personal Information Bank helps the Access to Information and Privacy office to locate the information you require.

Reading Room The *Access to Information Act* requires all government institutions to provide facilities where their manuals can be inspected. The location of one or more reading rooms is provided under this heading.

Standard Program Records Many departments and agencies use Standard Program Records to list information on administrative subject areas which are common to many institutions, for example Accounts and Accounting, Budgets, Buildings, etc.

Access to Information Act

The *Access to Information Act* gives Canadian citizens as well as people and corporations present in Canada the right to have access to federal government records that are not of a personal nature. The Act complements but does not replace other procedures for obtaining government information. It is not intended to limit in any way the access to government information that is normally available to the public upon request.

Wide range of information You can ask for information, no matter what form it is in, including letters, memos, reports, photographs, films, microfilms and computerized data.

This *Info Source* book has been designed to help you pinpoint the department or agency where the information is held and assists you in obtaining it.

Using the *Access to Information Act* Some information may be exempt or excluded under the Act.

- *Exemptions*: Exemptions protect certain types of information that could cause harm if released. For example, some information on national security, law enforcement or trade secrets falls into this category.
- *Exclusions*: The *Access to Information Act* does not apply to public information that is already available, such as publications and material in libraries and museums. It also excludes material such as Cabinet documents. Of course, the Act cannot give you access to records that are not controlled by the federal government, such as those maintained by provincial or municipal governments or by private organizations such as commercial banks and credit bureaus.

How to apply

Once you have decided to make a formal request under the *Access to Information Act*, there are certain simple procedures to follow:

- Consult Info Source to find the appropriate department or agency.
- Obtain an Access to Information Request Form from any location where Info Source is available.
- If it is not convenient for you to fill in a form, you may send a letter, mentioning the Act (see details below).
- Enclose the application fee (see details below).
- Send the form or the letter to the Access to Information Coordinator at the appropriate department or agency.

If you decide to submit a letter, you must state clearly that you are requesting information under the *Access to Information Act*, and include the following:

- name of the government department or agency you believe has the information you want;
- description (be as specific as possible) of the records you want to see;
- preferred method of seeing the records (e.g., do you want to receive photocopies of the original documents or see the originals in the government office where they are located?);
- your name, street, address, city or town, province or territory, postal code, telephone number(s) and your signature;
- date of your request;
- application fee.

Fees and costs An application fee of $5 (subject to change) applies and additional costs may be charged for each request. You will be notified in advance if there are additional costs and you may be asked to make a deposit.

Turnaround time Government departments must acknowledge your request under the *Access to Information Act* within 30 days. However, in special cases, they may need more time to process your request. If you feel it's taking too long, you can complain to the Information Commissioner.

Information Commissioner

The Information Commissioner investigates formal complaints from members of the public arising from the *Access to Information Act*. If you have a complaint about the denial of access to information, fees charged for access, the time taken to respond to requests, refusal to give access in the official language requested, the Info Source book (as well as the Info Source computer database) and other matters that relate to requesting or obtaining access to records, you may contact the office of the Information Commissioner at:

Place de Ville, Tower B
112 Kent Street, 3rd Floor
Ottawa, Ontario
K1A 1H3

Telephone: 995-2410 (Ottawa-Hull)
1-800-267-0441 (national toll free number)

If the Information Commissioner recommends that you be given access and the department or agency still refuses, an appeal may be made to the Federal Court.

Privacy Act

In its day-to-day operations, federal government departments and agencies collect personal information from almost all Canadians. The *Privacy Act* gives Canadian citizens and people present in Canada the right to have access to information that is held about them by the federal government. It also protects against unauthorized disclosure of personal information. In addition, it strictly controls how the government will collect, use, store, disclose and dispose of any personal information.

Most information available when you ask Because much of your personal information is available to you informally at your request, this Info Source book has been designed to help you pinpoint the department or agency where the information is held and assist you in obtaining it.

Types of personal information held You probably already know about many of the programs and operations of the government that use personal information such as income tax at Revenue Canada, pension and family allowance payments at Health and Welfare Canada and the unemployment insurance program at Employment and Immigration Canada.

Some personal information is confidential The federal government must keep some personal information confidential under the *Privacy Act*, much of which relates to other people, national security or law enforcement.

How to apply

When you have decided to make a formal request under the *Privacy Act*, there are certain procedures to follow. Remember, you will find what you are looking for faster if you already have a good idea of which department or agency has the information you want.

- Obtain a Personal Information Request Form at any location where Info Source is available.
- Fill out the form and identify yourself in such as way that the government can verify who you are, i.e. that it is *you*, and not someone else, asking for your information. The more precise the information you provide, the faster your request can be answered.
- Send the form to the Privacy Coordinator of the appropriate department or agency.
- There is no charge to apply for information under the *Privacy Act*.

To change the information If you believe the information which a federal institution has on file about you is untrue or misleading, you can ask to have it corrected. Even if the department or agency does not agree to change this information, it must make a note that you have asked for the change and attach it to the file.

Safeguarding personal information The protection of your personal information and privacy is also a very important purpose of the *Privacy Act*. The Act states how and when the government can collect, store and dispose of personal information. It also covers specifically why and how the information can be used or given out, as well as who can use or receive it.

Giving out information The government can only disclose your information to someone else with your consent or when one or more of the criteria in the *Privacy Act* are met, such as to comply with a subpoena.

Turnaround time Under the law, all or most of the information you ask for should be disclosed within 30 days of receiving the request. If a time extension is required, you will be notified within the first 30 days and told why up to another 30 days may be needed.

Privacy Commissioner

The Privacy Commissioner is a representative of the people with the power to look into complaints of improper collection, use, storage, disclosure or disposal of personal information. The Privacy Commissioner can also help if you are dissatisfied with the results of your formal application or the time it has taken to see your personal information.

If the Privacy Commissioner recommends that you be given access and the department or agency still refuses, an appeal may be made to the Federal Court.

You can write or call the Privacy Commissioner's office at:

Place de Ville, Tower B
112 Kent Street, 3rd Floor
Ottawa, Ontario
K1A 1H3

Telephone: 995-2410 in Ottawa-Hull
1-800-267-0441 (national toll free number)

Using Info Source quickly and effectively

Determine the correct chapter Turn to the chapter on the department or agency you think has the information, and check the Program Records and the Personal Information Banks.

If you are unsure about the correct department or agency, a telephone call or letter to any Access to Information and Privacy Coordinator's office should provide the answer.

For handicapped persons For persons who have difficulty reading or hearing, wheelchair users and other disabled persons, special arrangements can be made to obtain information. The Access to Information and Privacy Coordinator's office at any department or agency can provide assistance.

Where to obtain Info Source

If you would like a copy of the Info Source book, or a brochure on the Access to Information Act or the Privacy Act, please contact:

Treasury Board Distribution Centre
(613) 995-2855

For information on subscribing to the Info Source database, please call:

Treasury Board Information Management Practices
(613) 957-2486 or 957-2456

For more information about the *Access to Information Act* or the *Privacy Act*, you may contact (please see note below):

Communications Division
Treasury Board of Canada
L'Esplanade Laurier, East Tower
140 O'Connor Street, 9th Floor
Ottawa, Ontario
K1A 0R4

Telephone: (613) 957-2400

PLEASE NOTE: *Access to Information requests and Privacy requests must be addressed to the appropriate institutions, at the addresses listed in the pages which follow (pages V to XI).*

Access to Information and Privacy Coordinators

Agricultural Products Board
See Agriculture Canada

Agricultural Stabilization Board
See Agriculture Canada

Agriculture Canada
Sir John Carling Bldg.
Room 8101, 930 Carling Avenue
Ottawa, Ontario
K1A 0C5
(613) 995-5118

Atlantic Canada Opportunities Agency
770 Main Street, 10th Floor
P.O. Box 6051
Moncton, New Brunswick
E1C 9J8
(506) 851-3845

Atlantic Pilotage Authority Canada
Bank of Montreal Tower
5151 George Street, Suite 1203
Halifax, Nova Scotia
B3J 1M5
(902) 426-2550

Atomic Energy Control Board
270 Albert Street, 4th Floor
Ottawa, Ontario
K1P 5S9
(613) 995-1221

Bank of Canada
234 Wellington St., 4th floor,
Ottawa, Ontario
K1A 0G9
(613) 782-8135

Bureau of Pension Advocates
see Veterans Affairs Canada

Canada Council
99 Metcalfe Street, 3rd Floor
P.O. Box 1047
Ottawa, Ontario
K1P 5V8
(613) 237-3400

Canada Deposit Insurance Corporation
Place de Ville, Tower A
320 Queen Street, 22nd Floor
P.O. Box 2340, Station D
Ottawa, Ontario
K1P 5W5
(613) 996-2081

Canada Employment and Immigration Commission
See Employment and Immigration Canada

Canada Labour Relations Board
C.D. Howe Bldg., West Tower
240 Sparks St., 4th floor
Ottawa, Ontario
K1A 0X8
(613) 996-9466

Canada Lands Company Limited
Sir Charles Tupper Building, Room D516
Riverside Drive
Ottawa, Ontario
K1A 0M2
(613) 736-2774

Canada Mortgage and Housing Corporation
682 Montreal Road, Room 158
Ottawa, Ontario
K1A 0P7
(613) 748-4632

Canada-Newfoundland Offshore Petroleum Board
TD Place
140 Water Street, Suite 500
St. John's, Newfoundland
A1C 6H6
(709) 778-1464

Canada Ports Corporation
99 Metcalfe Street, Room 856
Ottawa, Ontario
K1A 0N6
(613) 957-6787

Canada Post Corporation – *Privacy only*
Station 235, Building B,
Confederation Heights
Ottawa, Ontario
K1A 0B1
(613) 734-6872

Canadian Advisory Council on the Status of Women
110 O'Connor St., 9th floor
Ottawa, Ontario
K1P 5M9
(613) 992-4975

Canadian Centre for Occupational Health and Safety
250 Main Street East
Hamilton, Ontario
L8N 1H6
(416) 572-2981

Canadian Commercial Corporation
50 O'Connor Street, 11th Floor
Ottawa, Ontario
K1A 0S6
(613) 996-0262

Canadian Cultural Property Export Review Board
Journal Building, North Tower
300 Slater Street, Room 500
Ottawa, Ontario
K1A 0C8
(613) 990-4161

Canadian Dairy Commission
See Agriculture Canada

Canadian Film Development Corporation
Tour de la Banque nationale, 14th floor
600 de la Gauchetiere St. West
Montreal, Quebec
H3B 4L2
(514) 283-6363

Canadian Forces
See National Defence

Canadian Government Standards Board
See Supply and Services Canada

Canadian Grain Commission
See Agriculture Canada

Canadian Human Rights Commission
Place de Ville, Tower A
320 Queen Street, 13th Floor
Ottawa, Ontario
K1A 1E1
(613) 995-1151

Canadian Institute for International Peace and Security
360 Albert Street, 9th Floor
Ottawa, Ontario
K1R 7X7
(613) 990-1593

Canadian International Development Agency
Place du Centre, 12th floor
200, promenade du Portage
Hull, Quebec
K1A 0G4
(613) 997-3883

Canadian International Trade Tribunal
Journal Bldg., South Tower
365 Laurier Ave. West, 19th floor
Ottawa, Ontario
K1A 0G7
(613) 990-2452

Canadian Museum of Civilization
100 Laurier Street
Box 3100, Station B
Hull, Quebec
J8X 4H2
(613) 776-7115

Canadian Museum of Nature
Victoria Memorial Museum Building
Metcalfe and McLeod Streets
P.O. Box 3443, Station D
Ottawa, Ontario
K1P 6P4
(613) 996-3102

Canadian Patents and Development Ltd
– Privacy only
275 Slater Street, 17th Floor
Ottawa, Ontario
K1A 0R3
(613) 990-6100

Canadian Pension Commission
See Veterans Affairs Canada

Canadian Radio-television and Telecommunications Commission
Les Terrasses de la Chaudiere, Central Bldg,
1 Promenade du Portage, 5th Floor
Hull, Quebec
K1A 0N2
(819) 994-5366

Canadian Saltfish Corporation
See Fisheries and Oceans

Canadian Security Intelligence Service
284 Wellington Street
P.O. Box 9732, Station Terminal
Ottawa, Ontario
K1G 4G4
(613) 993-1159

Canadian Space Agency
C.D. Howe Building, West Tower, 8th Floor
240 Sparks Street
Ottawa, Ontario
K1A 1A1
(613) 991-2103

Canadian Wheat Board – *Privacy only*
423 Main Street
P.O. Box 816
Winnipeg, Manitoba
R3C 2P5
(204) 983-3453

Communications Canada
Journal Bldg., North Tower
300 Slater Street, Room 412
Ottawa, Ontario
K1A 0C8
(613) 990-6015

Consumer and Corporate Affairs Canada
Place du Portage, Phase I, Zone 8
50, Victoria Street, 23rd Floor
Hull, Quebec
K1A 0C9
(819) 997-2704

Copyright Board Canada
Vanguard Building, 501 - 171 Slater Street
Ottawa, Ontario
K1A 0C9
(613) 952-8621

Correctional Investigator Canada
Journal Bldg., South Tower
365 Laurier Ave. West
P.O. Box 2324, Station D
Ottawa, Ontario
K1P 5W5
(613) 990-2692

Correctional Service Canada
340 Laurier Avenue West
Ottawa, Ontario
K1A 0P9
(613) 995-3466

Custodian of Enemy Property
See Supply and Services Canada

Defence Construction Canada
Sir Charles Tupper Bldg, A Wing, 3rd Floor
Confederation Heights
Ottawa, Ontario
K1A 0K3
(613) 998-9539

Department of Finance Canada
Esplanade Laurier, East Tower
140 O'Connor Street, 21st Floor
Ottawa, Ontario
K1A 0G5
(613) 992-6921

Department of Justice Canada
Justice Building, Room 302
Wellington and Kent Streets
Ottawa, Ontario
K1A 0H8
(613) 952-8361

Department of the Secretary of State of Canada
Jules Leger Bldg, 15 Eddy St, Room 9F23
Hull, Quebec
K1A 0M5
(819) 997-6877

Director of Soldier Settlement
See Veterans Affairs Canada

Director Veterans' Land Act, The
See Veterans Affairs Canada

Economic Council of Canada
320 Queen Street, 16th Floor, Tower A
P.O. Box 527
Ottawa, Ontario
K1P 5V6
(613) 952-1827

Employment and Immigration Canada
Place du Portage, Phase IV
140 Promenade du Portage, 13th Floor
Hull, Quebec
K1A 0J9
(819) 994-0584

Energy, Mines and Resources Canada
580 Booth Street, 2nd floor
Ottawa, Ontario
K1A 0E4
(613) 995-1236

Energy Supplies Allocation Board
See Energy, Mines and Resources Canada

Environment Canada
Place Vincent Massey
351 St. Joseph Boulevard, 3rd Floor
Hull, Quebec
K1A 0H3
(819) 997-4552

Export Development Corporation
– Privacy only
151 O'Connor Street, 6th Floor
P.O. Box 655
Ottawa, Ontario
K1P 5T9
(613) 598-2899

External Affairs Canada
Lester B. Pearson Building, Tower A
125 Sussex Drive, 1st Floor
Ottawa, Ontario
K1A 0G2
(613) 992-1487

Farm Credit Corporation Canada
434 Queen Street, 6th Floor
P.O. Box 2314, Postal Station D
Ottawa, Ontario
K1P 6J9
(613) 996-6606

Federal Business Development Bank
800 Victoria Square
Tour de la Place-Victoria
P.O. Box 335
Montreal, Quebec
H4Z 1L4
(514) 283-5904

Federal Mortgage Exchange Corporation
See Department of Finance Canada

Federal-Provincial Relations Office
See Privy Council Office

Fisheries and Oceans
Centennial Towers
200 Kent Street, 10th Floor
Ottawa, Ontario
K1A 0E6
(613) 993-2937

Fisheries and Oceans Research Advisory Council
See Fisheries and Oceans

Fisheries Prices Support Board
See Fisheries and Oceans

Forestry Canada
Place Vincent Massey
Cabinet and Executive Support Division
351 St. Joseph Boulevard, 21st Floor
Hull, Quebec
K1A 1G5
(613) 997-1107

Freshwater Fish Marketing Corporation
See Fisheries and Oceans

Great Lakes Pilotage Authority Canada
132 – 2nd Street East
P.O. Box 95
Cornwall, Ontario
K6H 5R9
(613) 933-2995

Hazardous Materials Information Review Commission
66 Slater Street, Suite 400
Ottawa, Ontario
K1A 0C9
(613) 993-4331

Health and Welfare Canada
Brooke Claxton Building, Room 1318
Tunney's Pasture
Ottawa, Ontario
K1A 0K9
(613) 954-8744

Historic Sites and Monuments Board of Canada
See Environment Canada

Immigration and Refugee Board
240 Bank Street
Ottawa, Ontario
K1A 0K1
(613) 995-3514

Indian and Northern Affairs Canada
Les Terrasses de la Chaudiere, North Tower
10 Wellington Street, Room 1015
Hull, Quebec
K1A 0H4
(819) 953-9357

Industry, Science and Technology Canada
C.D. Howe Building
235 Queen Street, 3rd floor West
Ottawa, Ontario
K1A 0H5
(613) 954-2752

International Development Research Centre
P.O. Box 8500
Ottawa, Ontario
K1G 3H9
(613) 236-6163

Investment Canada
240 Sparks St., West Tower, 5th Floor
P.O. Box 2800, Postal Station D
Ottawa, Ontario
K1P 6A5
(613) 995-9260

Jacques Cartier and Champlain Bridges Inc.
See The St. Lawrence Seaway Authority

Labour Canada
Place du Portage, Phase II, 6th floor,
Hull, Quebec
K1A 0J2
(819) 953-9019

Laurentian Pilotage Authority Canada
1080 Beaver Hall Hill, Room 1402
Montreal, Quebec
H2Z 1S8
(514) 283-6320

Law Reform Commission of Canada
Varette Building
130 Albert Street, Room 844
Ottawa, Ontario
K1A 0L6
(613) 996-7844

Livestock Feed Board of Canada
P.O. Box 177
Snowdon Station
Montreal, Quebec
H3X 3T4
(514) 283-7505

Medical Research Council of Canada
Jeanne Mance Building, Room 2004
Tunney's Pasture
Ottawa, Ontario
K1A 0W9
(613) 954-1819

Merchant Seamen Compensation Board
See Labour Canada

Multiculturalism and Citizenship Canada
See Department of the Secretary of State of Canada

National Archives of Canada
344 Wellington Street, Room 3113
Ottawa, Ontario
K1A 0N3
(613) 996-9738 – *Access to Information*
(613) 954-4141 – *Privacy*

National Arts Centre Corporation
– *Privacy only*
1 Confederation Square
P.O. Box 1534, Station B
Ottawa, Ontario
K1P 5W1
(613) 996-5051

National Battlefields Commission
See Environment Canada

National Capital Commission
161 Laurier Avenue West, 13th Floor
Ottawa, Ontario
K1P 6J6
(613) 239-5051

National Defence – *Access to Information Coordinator*
Centre Block
101 Colonel By Drive, 13th Floor
Ottawa, Ontario
K1A 0K2
(613) 995-1421

National Defence – *Privacy Coordinator*
234 Laurier Avenue West, Room 1928
Ottawa, Ontario
K1A 0K2
(613) 995-5938

National Energy Board
473 Albert Street, Room 1002
Ottawa, Ontario
K1A 0E5
(613) 990-3167

National Farm Products Marketing Council
Martel Building, 270 Albert Street, 13th Floor
P.O. Box 3430 Station D
Ottawa, Ontario
K1P 6L4
(613) 995-2297

National Film Board
P.O. Box 6100, Station A
Montreal, Quebec
H3C 3H5
(514) 283-9831

National Gallery of Canada
380 Sussex Drive, Room 532
P.O. Box 427, Station A
Ottawa, Ontario
K1N 9N4
(613) 990-1928

National Library of Canada
395 Wellington Street, Room 211E
Ottawa, Ontario
K1A 0N4
(613) 995-3904

National Museum of Science and Technology
2825 Sheffield Road
P.O. Box 9724, "Ottawa Terminal"
Ottawa, Ontario
K1G 5A3
(613) 991-3033

National Parole Board
Sir Wilfrid Laurier Building
340 Laurier Avenue West, 9th Floor
Ottawa, Ontario
K1A 0R1
(613) 954-5946

National Research Council Canada
Building M-58, Room E-123, Montreal Road
Ottawa, Ontario
K1A 0R6
(613) 990-2558

National Transportation Agency of Canada
Jules Leger Building
15 Eddy Street, 16th Floor
Hull, Quebec
K1A 0N9
(819) 994-2564

Natural Sciences and Engineering Research Council of Canada
Centennial Towers
200 Kent Street, 4th Floor
Ottawa, Ontario
K1A 1H5
(613) 995-6214

Northern Pipeline Agency Canada
Lester B. Pearson Building
125 Sussex Drive
Ottawa, Ontario
K1A 0G2
(613) 993-7466

Northwest Territories Water Board
Precambrian Building, 9th Floor
P.O. Box 1500
Yellowknife, Northwest Territories
X1A 2R3
(403) 920-8191

Office of the Auditor General of Canada
– *Privacy only*
240 Sparks Street, Room 1167
Ottawa, Ontario
K1A 0G6
(613) 995-3766

Office of the Chief Electoral Officer
– Privacy only
44 Coventry Road, 4th floor
Ottawa, Ontario
K1A 0M6
(613) 993-1527

Office of the Commissioner of Official Languages
– Privacy only
110 O'Connor Street, 13th Floor
Ottawa, Ontario
K1A 0T8
(613) 996-0041

Office of the Comptroller General
Esplanade Laurier, West Tower
300 Laurier Avenue West, 9th Floor
Ottawa, Ontario
K1A 1E4
(613) 957-7072

Office of the Grain Transportation Agency Administrator
300 – 200 Graham Avenue
Winnipeg, Manitoba
R3C 4L5
(204) 983-3212

Office of the Inspector General of the Canadian Security Intelligence Service
Sir Wilfrid Laurier Building
340 Laurier Avenue West, 3rd Floor
Ottawa, Ontario
K1A 0P8
(613) 990-3270

Office of the Superintendent of Financial Institutions Canada
255 Albert Street, 13th Floor
Ottawa, Ontario
K1A 0H2
(613) 993-0577

Pacific Pilotage Authority Canada
300 – 1199 West Hastings Street
Vancouver, British Columbia
V6E 4G9
(604) 666-6771

Patented Medicines Prices Review Board
Legion House
359 Kent Street, 2nd Floor
Ottawa, Ontario
K1A 0C9
(613) 954-8297

Pension Appeals Board
381 Kent Street, Room 327
C.P. 8567, Postal Terminal
Ottawa, Ontario
K1G 3H9
(613) 995-0612

Petroleum Monitoring Agency Canada
See Energy, Mines and Resources Canada

Prairie Farm Rehabilitation Administration
See Agriculture Canada

Privy Council Office
Blackburn Building
85 Sparks Street, Room 409
Ottawa, Ontario
K1A 0A3
(613) 957-5210

Public Service Commission of Canada
Esplanade Laurier, West Tower
300 Laurier Avenue West, Room 1915
Ottawa, Ontario
L1A 0M7
(613) 992-5586

Public Service Staff Relations Board
C.D. Howe Bldg, West Tower
240 Sparks Street, 6th Floor
Ottawa, Ontario
K1P 5V2
(613) 990-1804

Public Works Canada
Sir Charles Tupper Building, Room D516
Riverside Drive
Ottawa, Ontario
K1A 0M2
(613) 736-2774

RCMP External Review Committee
Journal Tower South, 365 Laurier Ave. West, 9th Fl.
P.O. Box 1159, Station B
Ottawa, Ontario
K1P 5R2
(613) 996-2894

RCMP Public Complaints Commission
P.O. Box 3423, Station D
Ottawa, Ontario
K1P 6L4
(613) 952-1302

Regional Development Incentives Board
See Regional Industrial Expansion

Revenue Canada Customs and Excise
Connaught Building, 7th Floor, Mackenzie Avenue
Ottawa, Ontario
K1A 0L5
(613) 957-9204

Revenue Canada Taxation
88 Metcalfe Street, Room 502
Ottawa, Ontario
K1A 0L8
(613) 957-8819

Royal Canadian Mint
320 Sussex Drive, Room 230
Ottawa, Ontario
K1A 0G8

(613) 993-2711

Royal Canadian Mounted Police
1200 Vanier Parkway
Ottawa, Ontario
K1A 0R2

(613) 993-5162

Science Council of Canada
Berger Building, 100 Metcalfe Street, 17th Floor
Ottawa, Ontario
K1P 5M1

(613) 996-2681

Seaway International Bridge Corporation Ltd
See The St. Lawrence Seaway Authority

Security Intelligence Review Committee
365 Laurier Avenue West, 14th Floor
P.O. Box 2430, Station D
Ottawa, Ontario
K1P 5W5

(613) 990-8052

Social Sciences and Humanities Research Council of Canada
255 Albert Street
P.O. Box 1610
Ottawa, Ontario
K1P 6G4

(613) 992-0562

Solicitor General Canada – Ministry Secretariat
Sir Wilfrid Laurier Bldg.
340 Laurier Avenue West, 1st floor
Ottawa, Ontario
K1A 0P8

(613) 991-2930

St. Lawrence Seaway Authority
Constitution Square
360 Albert Street, 14th Floor
Ottawa, Ontario
K1R 7X7

(613) 598-4605

Standards Council of Canada
350 Sparks Street, Suite 1200
Ottawa, Ontario
K1P 6N7

(613) 238-3222

Statistics Canada
R.H. Coats Bldg., 26th floor, Station P
Tunney's Pasture
Ottawa, Ontario
K1A 0T6

(613) 951-9348

Status of Women Canada
360 Albert Street, Suite 700
Ottawa, Ontario
K1A 1C3

(613) 995-7839

Statute Revision Commission Canada
See Department of Justice Canada

Supply and Services Canada
Place du Portage, Phase III, 13A1
11 Laurier Street
Hull, Quebec
K1A 1H2

(819) 956-1820

Transport Canada
Place de Ville, Tower C
330 Sparks Street, 26th floor
Ottawa, Ontario
K1A 0N5

(613) 993-6161

Transportation Safety Board of Canada
P.O. Box 9120, Alta Vista Station
Ottawa, Ontario
K1G 3T8

(613) 994-8021

Treasury Board of Canada Secretariat
Esplanade Laurier, East Tower
140 O'Connor Street, 9th Floor
Ottawa, Ontario
K1A 0R5

(613) 993-5215

Veterans Affairs Canada
Daniel J. MacDonald Building
161 Grafton Street
P.O. Box 7700
Charlottetown, Prince Edward Island
C1A 8M9

(902) 566-8567

Veterans Appeal Board Canada
See Veterans Affairs Canada

Western Economic Diversification Canada
200 Kent Street, 8th Floor
P.O. Box 2128, Station D
Ottawa, Ontario
K1P 5W3

(613) 952-9390

Yukon Territory Water Board
4114 – 4th Avenue, Suite 302
Whitehorse, Yukon
Y1A 4N7

(403) 668-4884

Standard Program Records

This section describes the subject matter of certain records which are common to most federal departments and agencies, such as personnel records, financial records, purchasing and property control records, materiel management and central services. Individuals seeking access to the Standard Program Records of a particular institution should forward their access requests to the Access to Information and Privacy Coordinator at the address given in the previous pages.

Accounts and Accounting

Description: Accounts and accounting generally; cash accounts; accounts payable; accounts receivable; and standing advances. ***Program Record Number:*** 915

Acts and Legislation

Description: Acts and legislation – general, departmental, federal, foreign and provincial. ***Program Record Number:*** 902

Administration

Description: Administration generally; accidents generally; motor vehicle accidents; agreements; appreciation; complaints and enquiries; associations, clubs and societies; audit, review and evaluation; badges, emblems and flags; bilingualism and biculturalism; cafeterias and eating facilities; campaigns and canvassing; ceremonies and celebrations; circulars, directives and orders; committees; conferences, meetings and symposia; corporations, companies and firms; emergency measures; inventions, patents and copyrights; licences and permits; parliamentary matters; plans and programs; reports and statistics; visits and tours. ***Program Record Number:*** 901.

Administration and Management Services

Description: Administrative and management services generally; correspondence management; duplication services electronic data processing; forms management; information services; legal services; library services; mail, messenger and postal services; management services; records management; security services; telecommunications; travel and transportation services; secretarial, typing and word processing services; translation services. ***Program Record Number:*** 903

Audits

Description: Auditor General reports and internal audit reports. ***Program Record Number:*** 916

Budgets

Description: Budgets generally; estimates and supplementary estimates; and Multi-Year Operational Plans. ***Program Record Number:*** 917

Buildings

Description: Buildings generally; acquisition; alterations and repairs; construction; contracts; damages; disposal; fire and fire prevention; and maintenance. ***Program Record Number:*** 906

Buildings and Properties

Description: Buildings and properties generally; accommodation; accounting and inventories; planning and requirements; reports and statistics. ***Program Record Number:*** 905

Classification of Positions

Description: Classification generally; audits; category and group; individual positions; and standards. ***Program Record Number:*** 919

Co-operation and Liaison

Description: Co-operation and liaison generally and at the federal, international, provincial, university, college and school levels. ***Program Record Number:*** 904

Employment and Staffing

Description: Employment and staffing generally; applications; casual and term employees; competitions; programs recruitment; requests for staffing action; and summer students. ***Program Record Number:*** 920

Equipment and Supplies

Description: Equipment and supplies generally; accountability and inventories; catalogues; clothing; disposal and surplus; food; forms; fuels; laboratory; loans; maintenance and repairs; price lists and stationery. ***Program Record Number:*** 909

Finance

Description: Finance generally; agreements and arrangements; allotments and transfers; allowances; banks and banking; cheques; claims; contracts; currency; encumbrances; expenditures; fees; funds; revolving funds and working capital advances; grants; signing authorities; taxes and travel allowances; and expenses. ***Program Record Number:*** 914

Furniture and Furnishings

Description: Furniture and furnishings generally; beds and bedding; chesterfields and sofas; drapes; filing cabinets; household and office furniture and furnishings; and pictures. ***Program Record Number:*** 910

Human Resources

Description: Human resources generally; career management; inventories; performance appraisal; reports and statistics; requirements and utilization. ***Program Record Number:*** 921

Lands

Description: Lands – general; acquisition; concessions; development; disposal; fencing; flood control; landscaping parking areas; roads; streets and sidewalks. ***Program Record Number:*** 907

Occupational Health, Safety and Welfare

Description: Occupational health, safety and welfare generally; counselling; health units; medical examinations; nursing services; recreation and sports; and surveys. ***Program Record Number:*** 922

Office Appliances

Description: Office appliances generally; calculators; data processing hardware; duplicating equipment; photographic and microfilming equipment; recorders and typewriters. ***Program Record Number:*** 911

Official Languages

Description: Official languages generally; identification and designation of bilingual positions; language requirements program; recruitment; and replacements. ***Program Record Number:*** 923

Pensions and Insurance

Description: Pensions and insurance generally; superannuation plans; Canada Pension Plan; Quebec Pension Plan; reciprocal agreements; federal, provincial and private hospital and medical insurance plans; death benefit plan; disability insurance and unemployment insurance plan. ***Program Record Number:*** 924

Personnel

Description: Personnel – general; accidents and injuries; appointments; attendance; awards and honours; Corps of Commissionaires; positions and levels; hours of work and overtime; leave and holidays; promotions and reclassifications; regulations and directives; reports and statistics; retirements; and separations. ***Program Record Number:*** 918

Procurement

Description: Procurement generally; contracts; local purchase orders; procedures and regulations; requisitions; standing offer agreements. ***Program Record Number:*** 912

Salaries and Wages

Description: Salaries and wages generally; acting pay; deductions; pay rates; pay system; performance and senior merit pay; regulations; salary revisions; and severance pay. ***Program Record Number:*** 925

Staff Relations

Description: Staff relations generally; adjudication; bargaining agents; collective agreements and interpretations; discipline; grievances; managerial and confidential exclusions; and union relations. ***Program Record Number:*** 926

Training and Development

Description: Training and development generally; attendance; course content; course evaluations; individual courses; language training; nominations; plans; schedules and directives; and types of courses. ***Program Record Number:*** 927

Utilities

Description: Utilities – general; air conditioning; electric power; water and sewage; garbage disposal; gas and oil; heating; lighting; plumbing and ventilation. ***Program Record Number:*** 908

Vehicles

Description: Vehicles generally; air, land and water vehicles; insurance; maintenance and repairs; operating standards; registration and licences. ***Program Record Number:*** 913

Agriculture Canada

Chapter 1

General Information

Background

The Department of Agriculture was established in 1867, the year of Confederation, by an act of Parliament. The formation of the Experimental Farms System followed in 1886 and a Dairy Commissioner was appointed in 1890.

The aim of the Department of Agriculture is to develop and assist the Canadian agriculture and food system to provide for the needs of Canadian consumers and export markets in a manner which ensures a dependable supply of safe, nutritious food at reasonable prices; to ensure equitable returns to producers, processors and marketers; and to meet Canadian food and technological aid commitments to international development.

The Minister of Agriculture, the Department and agencies administer 45 acts concerning food and agriculture industries. The activities of the Department extend from the farmer to the consumer, through all phases of production, processing and marketing of crops and livestock. The Department also assists farmers through crop insurance, price stabilization and agricultural adjustment programs to alleviate losses caused by the weather, changing markets and certain other hazards. While the collection and use of personal information is necessary for the performance of most activities, it is especially important for the following activities: research; regulation and licensing of imports and exports of livestock and plant products; control and eradication of animal diseases; and administration of the various loan and subsidy programs.

Responsibilities

The mandate of the Department of Agriculture is to promote the growth, stability and competitiveness of the agri-food sector through policies, programs and services most appropriately provided by the federal government to assist the sectors to maximize their real contribution to the Canadian economy. The Department's responsibilities embrace most aspects of the agricultural industry. It carries out research into the physical and economic problems of agriculture; inspects and grades farm products; and carries out programs aimed at keeping our crops and livestock safe from disease and insect pests. The Department enforces laws governing the sales of feed, fertilizers and pesticides; and assists farmers through measures such as price stabilization and crop insurance. It also provides consumer-oriented food advisory services and supervises race track betting.

Legislation

The Minister of Agriculture is solely responsible to Parliament for the following legislation:

- Advance Payments for Crops Act
- Agricultural Products Board Act
- Agricultural Products Co-operative Marketing Act
- Agricultural Products Marketing Act
- Agricultural Stabilization Act
- Animal Pedigree Act
- Canada Agricultural Products Act
- Canada Grain Act
- Canadian Dairy Commission Act
- Canadian Wheat Board Act
- Criminal Code
- Crop Insurance Act
- Department of Agriculture Act
- Experimental Farm Stations Act
- Farm Credit Act
- Farm Debt Review Act
- Farm Improvement and Marketing Cooperatives Loans Act
- Farm Income Protection Act
- Farm Products Marketing Agencies Act
- Farm Syndicates Credit Act
- Feeds Act
- Fertilizers Act
- Grain Futures Act
- Hay and Straw Inspection Act
- Health of Animals Act
- Inland Water Freight Rates Act
- Livestock and Livestock Products Act
- Livestock Feed Assistance Act
- Meat Import Act
- Meat Inspection Act
- Pest Control Products Act
- Pesticide Residue Compensation Act
- Plant Breeders' Rights
- Plant Protection Act
- Prairie Farm Rehabilitation Act
- Prairie Grain Advance Payments Act
- Seeds Act
- Western Grain Stabilization Act

The Minister of Agriculture shares responsibility to Parliament for the following legislation:

- Canada Agricultural Products Standards Act (Minister of Consumer and Corporate Affairs)
- Canada Dairy Products Act (Minister of Consumer and Corporate Affairs)
- Canada Grain Act (Minister of Transport
- Inspection and Sale Act (Minister of Consumer and Corporate Affairs)
- Maple Products Industry Act (Minister of Consumer and Corporate Affairs)
- Criminal Code, Section 204 (Minister of Justice and Attorney General of Canada)
- Western Grain Stabilization Act (Minister of Transport)

Organization

■ Departmental Secretariat

The Secretariat is responsible for the correspondence, briefing and activity scheduling systems for the Minister, Deputy Minister and Associate Deputy Minister, for tracking and reporting on major current issues of concern to the Department, for Parliamentary Relations, and for providing secretariat services to the Departmental Management Committee and the Executive Committee of the Department.

■ Corporate Management Branch

This Branch assists operating branches in achieving efficient, effective and economical delivery of departmental programs through provision of administrative and financial systems, consulting and library services, informatics services and standards to the Departmental Programs. The Corporate Management Branch, through corporate, branch and regional units, assists all management and operational elements in the Department in fulfilling their responsibilities for program delivery. It provides assistance, interpretation and direction to operational branches to ensure that central agency and parliamentary requirements are met.

■ Audit and Evaluation Branch

This Branch provides senior management with accurate, objective and timely information and advice on program effectiveness, efficiency and relevance. The principal activities of this Branch include: developing corporate policies for the audit and evaluation functions, developing annual and long-range plans and schedules for audit and evaluation, and conducting internal audits and program evaluations of departmental programs and operations on a cyclical basis.

■ Communications Branch

The primary purpose of this branch is to provide communications services such as research, media analysis, advice and planning, and communications management to the department. The branch also handles inquiries about Agriculture Canada and the Canadian agri-food industry.

■ Human Resources Branch

This Branch assists all departmental managers in obtaining and maximizing the use of their human resources through guidance, advice and service relating to human resource matters. The Human Resources Branch develops and administers human resources policies and programs and provides staff training and other related services for a staff of over 13,000 employees of the Department, in six categories of employment, at various locations across Canada.

■ Food Production and Inspection Branch

This Branch consists of the Health of Animals Directorate, the Food Inspection Directorate, the Plant Health Directorate, the Pesticides Directorate, the Management Strategies and Priorities Directorate, the Agri-Food Safety Division and the Race Track Division. This Branch protects the health of the Canadian plant and animal resource base; maintains and improves the marketability of agricultural and forest products; protects the wagering public at race tracks and assists in maintaining a viable racing industry.

■ Research Branch

The mandate of the Research Branch is to provide new knowledge and improved technology to ensure the efficient production of an adequate supply of safe and nutritious food, a stable and profitable agriculture and food industry, and a judicious use of natural resources essential to Canadian agriculture in order to improve the long-term marketability of Canadian agricultural products. The Branch also provides support to other branches, departments and agencies in activities of national concern in the agricultural and food sector, and assistance to international research programs of less developed countries.

■ Policy Branch

The Branch is the main departmental organization for the development and coordination of market-oriented commodity-based strategies and strategic directions for the Department which actively support broad government policies and directives. The work of the Branch is aimed at improving the performance of the Canadian agricultural system and ensuring the long-term supply of agricultural products and foods and the resource base. In pursuing its objectives, the Branch provides timely and reliable economic and market intelligence, commodity and food market outlooks, analysis of policies, legislation and regulations that impact on the agri-food sector and administers the following Acts: Agricultural Stabilization; Agricultural Products Board; Advance Payments for Crops; Agricultural Products Co-operative Marketing, Crop Insurance and Farm Improvement and Marketing Co-operatives Loans. Policy Branch also has the responsibility of the Bureau for Environmental Sustainability which facilitates the adaptation of the agri-food sector to the imperatives of environmental sustainability by serving as Agriculture Canada's focal point and spearheading departmental efforts.

Within the Department, the Bureau will help branches ensure environmental issues are taken into account in their planning, policy development and decisions. The Bureau will also work with the provinces and other branches to lead the review and possible reform of policies and programs so that they are compatible with environmental sustainability objectives.

Outside the Department, the Bureau will act as a secretariat for various industry-government advisory bodies. The Bureau will serve as a focal point for discussions on environmental issues and proposals with private and public agencies. The Bureau will also facilitate the coordination of international responses for the Department regarding environmental sustainability issues.

■ Agri-Food Development Branch

The Agri-Food Development Branch plans, develops and implements commodity strategies and programs in support of the agri-food sector; contributes significantly to strengthening our regions and rural communities, farm management skills and processing sector, and expanding environmental efforts. The Branch is accountable for the development and management of domestic and international programs which assist Canada's agri-food industry to improve its competitiveness and to adjust to change. It is comprised of 15 main responsibility centres - five headquartered in the National Capital Region and 10 regional offices located in each province. At headquarters, the International Programs Directorate plans and coordinates Canada's involvement in multilateral food and agricultural organizations, in bilateral relations with other countries on agri-food matters in overseas development assistance and works with the Canadian agri-food industry to develop international markets. The Commodity and Food Industry Directorate is accountable for the development and coordination of commodity strategies and provides a national focus for the management of development programs designed to improve the performance and competitiveness of the agri-food sector from production to consumption. The National Programs Directorate monitors, coordinates and/or delivers agri-food development and adjustment programs including the Canadian Agri-Food Development Initiative, Farm Debt Review Boards, Canadian Rural Transition Program, Farm Management Initiative, Fairs and Exhibitions Program, Animal Pedigree Act, Agricultural Products Marketing Act, and several programs related to sustainable agriculture. The Strategics Planning and Policy Coordination Division coordinates Branch strategic planning and policy activities and feeds into the departmental strategic planning process. The Management Services Division provides support and advice related to operational planning, resource management, human resources training and development, information systems and general administration. In the regions, the ten regional offices are accountable for the implementation of regionally-based Branch programs and coordinate departmental approaches within each province. Two Regional Directors General (Atlantic and Prairies) along with Regional Directors (Québec, Ontario and Pacific) are also responsible for developing regional strategies.

■ Prairie Farm Rehabilitation Administration (PFRA)

Agricultural productivity, farm diversification and economic stability and growth on the Prairies are enhanced through a variety of soil and water conservation and development programs. The investigation of degradation problems and the promotion of solutions serve to conserve the soil resource for present and future use. Dependable water supplies for agricultural and other related uses at the farm, community and regional level allow greater variety of agricultural activities and render the economy less sensitive to drought. Operation of community pastures on land not suitable for cultivation and distribution of tree seedlings to promote farm shelterbelts assist in conservation of the soil resource. Operation of water storage and irrigation projects and the development of new water resource projects in cooperation with the provinces enhances economic security and provides development opportunities on the Prairies.

■ Grains and Oilseeds Branch

This Branch provides direction and support required for the efficient and effective delivery and development of both domestic and international grains and oilseeds policies, programs and services. It contributes to ensuring the quality of standards and high worldwide reputation of Canadian grains and oilseeds through regulation of the handling industry. It contributes to stabilizing the income of grains and oilseeds producers from short-term market instabilities, providing grains and oilseeds industrial development assistance, and providing a focus for the federal relationship with the co-operatives sector. The Branch is organized into four areas: the Grain Marketing Bureau, the Co-operatives Secretariat, and the Priorities and Strategies Directorate, all located in Ottawa; and the National Grains Bureau (NGB), located in Winnipeg (Western Grain Stabilization Administration is part of the NGB).

Grain Marketing Bureau: Coordinates and carries out trade development activities and contributes to the development of trade policy for grains and oilseeds products. It has close relations with various Crown agencies and quasi-governmental bodies involved in the grain industry and the private grain trade. It administers the Grains and Oilseeds Program and, in conjunction with the departments of Agriculture and Transport, provides support to the minister responsible for the Canadian Wheat Board. The primary objective of the Bureau is to encourage sustained and orderly growth in the production, processing and marketing of grains, oilseeds and their products.

Western Grain Stabilization Administration: Administers the Western Grain Stabilization Act by collecting producer levies, making subsidy payments to producers when necessary and maintaining a record of grain producers' transactions.

■ Canadian Grain Commission

The Canadian Grain Commission administers the Canada Grain Act through the recommendation and implementation of grading standards for grain, the licensing of grain elevators, the inspection and weighing of grain, the economic and statistical monitoring of grain handling and storage systems, research into the quality of cereal grains and oilseeds, and supervision of grain futures exchanges.

Information Holdings

Program Records

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■ Corporate Management Branch

Acts and Legislation

Description: Acts and legislation - general, departmental, federal, foreign and provincial; federal investigative bodies. ***Program Record Number:*** AGR CMB 851

Administration

Description: Administration generally; accidents generally; motor vehicle accidents; agreements; appreciation; complaints and enquiries; associations, clubs and societies; audit, review and evaluation; badges, emblems and flags; bilingualism and biculturalism; cafeterias and eating facilities; campaigns and canvassing; ceremonies and celebrations; circulars, directives and orders; committees; conferences, meetings and symposia; corporations, companies and firms; emergency measures; inventions, patents and copyrights; licences and permits; parliamentary matters; plans and programs; reports and statistics; visits and tours; surveys. ***Program Record Number:*** AGR CMB 850

Administrative and Management Services

Description: Administrative and management services generally; correspondence management; duplication services; electronic data processing; forms management; information services; legal services; library services; mail, messenger and postal services; management services; records management; security services; materiel management services; facilities management services; access to information and privacy services; management practices services; telecommunications; travel and transportation services; secretarial, typing and word processing services; translation services; awards and honours. ***Program Record Number:*** AGR CMB 852

■ Audit and Evaluation Branch

Internal Audit

Description: Internal Audit Reports. *Topics:* Documentation relating to results of audits carried out on departmental programs; systems; functions and organizations. ***Storage Medium:*** Hard copy and/or computer diskettes. ***Program Record Number:*** AGR AEB 416

Program Evaluation

Description: Information on the evaluation of departmental programs. *Topics:* Description and objective; analysis of effectiveness. ***Storage Medium:*** Hard copy and/or computer diskettes. ***Program Record Number:*** AGR AEB 415

■ Communications Branch

Mission Review

Description: Agriculture Canada under went a Departmental Mission Review to redefine the departmental mission statement. The outcome captures the essential elements of the Department's business and its values as they relate to service to clients and to a positive work environment. *Topics:* May include the use of questionnaires, of panel discussions and written or oral comments all provided on a voluntary basis. ***Storage Medium:*** Paper. ***Program Record Number:*** AGR COM 336

Operations

Description: Consists of: Media Relations; Research and Analysis; Inquiries and Industry Communications; Creative Services; Management Services and Speech Unit. Handles: media coordination; research and analysis; editing and writing; preparation of speeches for Ministers, the Deputy Minister and others when they speak on behalf of the Ministers or Deputy Minister; printing and event coordination; audiovisual and photographic services; exhibit planning; and corporate public relations services (e.g., public inquiries, guided tours of Experimental Farm and publication distribution). *Topics:* Information on the department's work that is disseminated through print, radio and videos, and public relations activities. ***Storage Medium:*** Paper, video, computer, photographs and exhibits. ***Program Record Number:*** AGR COM 340

Policy and Planning

Description: Consists of four bureaus (Agri-Food Development, Corporate Affairs, Policy and Farm Income, Food Production and Inspection and Research) that deliver communications advice, planning and strategies to client branches. Also responsible for Issues Management and Training. *Topics:* Public environment; all current agricultural issues and programs. ***Storage Medium:*** Paper and computer. ***Program Record Number:*** AGR COM 334

■ Human Resources Branch

Human Resources

Description: Human resources generally; accidents and injuries; appointments; attendance; awards and honours; establishment; hours of work and overtime; leave and holidays; promotions and reclassifications; regulations and directives; reports and statistics; retirements and separations. ***Program Record Number:*** AGR HRB 860

■ Food Production and Inspection Branch

Analytical Methodology Development

Description: Information on analytical methodologies to support and enhance the quality of scientific analysis provided by the division. *Topics:* Methodology research proposals; assessment studies; methods validation; establishment and dissemination of methodology; program review; analytical literature surveys; research reports; publications; investigational sampling requests, and results. ***Program Record Number:*** AGR FPI 070

Biological Programs

Description: Information on the identification of pests and on analysis of pest risk. *Topics:* Lists of intercepted pests; insects and plant diseases; surveys; pest identification; and analysis of pest risk. ***Program Record Number:*** AGR FPI 170

Disease Control

Description: Information on the prevention, control and eradication of communicable and other diseases, and on compensation for related losses. *Topics:* Animal diseases - brucellosis, tuberculosis, salmonellosis and other indigenous diseases; foreign animal diseases; reportable diseases of animals and poultry; artificial insemination; embryo transfer; veterinary biologics; the following database: Wildlife Serum Bank. ***Storage Medium:*** Machine-readable records are available on brucellosis survey arranged by herd at headquarters; also on herd serum banking and rabies control. ***Program Record Number:*** AGR FPI 025

Export and Domestic Programs (Plants)

Description: Information on the planning and maintenance of a national program designed to prevent the spread of pests within Canada, survey for and control quarantine pests occurring in Canada and to ensure the acceptance of Canadian agricultural and forestry products in export markets and for movement within Canada by being free of plant pests and meeting the health standards of the receiving country or region. *Topics:* Export agriculture and forestry products to foreign and domestic markets; pest distribution (publications); ship, mill and elevator sanitation inspection; plant quarantine importation requirements of foreign and domestic market; decontamination and fumigation; pesticide application, phytosanitary export and domestic movement certification; quarantines; the following database: Plant Pest Database. ***Program Record Number:*** AGR FPI 156

Export and Import

Description: Information on the certification of Canadian meat products for export to comply with the requirements of foreign countries and on compliance of imported meat, meat products and byproducts with Canadian standards. *Topics:* Export certification; foreign requirement establishment reviews; review of registered Canadian facilities to comply with export requirements; statistics; policy development. ***Storage Medium:*** List of all approved products for import and export, and statistics on the import and export of meat are machine-readable. ***Program Record Number:*** AGR FPI 090

Export Testing and Certification

Description: Information on the acceptability of Canadian animals and products for export by ensuring their being free of disease or disease-causing agents and by meeting the standards of importing countries. *Topics:* Species of animals; disease and disease-causing agents; import requirements of foreign countries; export testing programs and certification; facilitating export; export of birds; export of poultry; export of plants. ***Program Record Number:*** AGR FPI 020

Feed Evaluation, Registration and Compliance

Description: Information on pre-sale evaluation of feed, registration of feed, and inspection of feed production and products to ensure compliance with regulatory requirements. *Topics:* Evaluation of feed; approval of single ingredients; correspondence; labelling; certificates of registration; registration continuance certificates; product inspection; Feedmill inspection; toxicity, residues and diseases; violations; hay and straw grading; the following database: Livestock Feeds Contaminants Database. ***Storage Medium:*** Feed database of registered products and listing of analytical results of feed samples are machine-readable; microfilm for expired certificates of registration and company correspondence. ***Program Record Number:*** AGR FPI 145

Fertilizer Evaluation, Registration and Compliance

Description: Information on pre-sale evaluation and registration of fertilizer and on inspection of fertilizer products to ensure compliance with regulatory requirements. *Topics:* Evaluating fertilizer; approval of single ingredients; correspondence; labelling; certificates of registration; product inspection and grading; toxicity residues and diseases; violations; the following databases: Compendium of Fertilizer-Use Pesticides, Heavy Metal Concentrations in Fertilizers and Fertilizer Materials, Levels of Pesticide Contaminants in Fertilizers. ***Storage Medium:*** Listing of analytical results of fertilizer samples, Canadian fertilizer plant statistics and fertilizer database of registered products are machine-readable. ***Program Record Number:*** AGR FPI 150

Grading and Monitoring

Description: Information on a national program for grading red meats, animal products, poultry and poultry products, and for inspecting and registering hatcheries, egg stations, and egg processing and poultry slaughtering plants. *Topics:* Grading red meat; grading poultry and poultry products; egg and poultry processing stations; hatcheries (registration and inspection); laboratory analysis of egg products; training and development; import and export inspection; complaints; enforcement; policy development. ***Program Record Number:*** AGR FPI 035

Grading, Standards and Labelling (Dairy, Fruit and Vegetables)

Description: Information on grading programs, quality standards and on the design and control of labelling requirements. *Topics:* Standards - dairy, fresh fruit and vegetables, processed fruit and vegetables, honey and maple products; grading of dairy products; monitoring the grading of fruit and vegetable products; label design and approval; packaging; weight and volumes; studies and surveys; policy development; consultation with governmental and non-governmental organizations. ***Program Record Number:*** AGR FPI 045

Humane Treatment of Animals

Description: Information on the prevention of stress-related diseases in animals and humane treatment of animals being transported within Canada or exported from Canada. *Topics:* Enquiries; reports; correspondence;

transportation systems; stockyards; ports of entry; code of practice (poultry, veal and swine). ***Program Record Number:*** AGR FPI 010

Import and Export (Seed Potatoes)

Description: Information on the control of imports, export certification, and facilitation of seed potato trade. ***Topics:*** Phytosanitary agreements; facilitation of trade; import standards; export certification; complaint investigation (foreign); evaluation of foreign certification programs. ***Program Record Number:*** AGR FPI 125

Import, Export and Interprovincial Control

Description: Information on the control and regulation of import, export and interprovincial movement of dairy, fresh and processed fruit, vegetable products and honey and maple products. ***Topics:*** Export certification; compliance to import regulations; concessions - processing and packaging; consultations - associations, government agencies (foreign and domestic); statistics; complaints; policy development. ***Program Record Number:*** AGR FPI 055

Import Program (Plants)

Description: Information on the planning and maintenance of a national program to prevent the introduction and establishment in Canada of foreign plant pests detrimental to the Canadian agricultural and forestry industries. ***Topics:*** Import permits; port inspection statistics, commercial; port inspection statistics, non-commercial; quarantine and decontamination; importation of agricultural and forest products. ***Storage Medium:*** Airport inspection file is machine-readable. ***Program Record Number:*** AGR FPI 155

Importation of Animals

Description: Information on the control of animal and bird imports to prevent animal disease from gaining entry into Canada. ***Topics:*** Veterinary inspection reports; quarantine station activity reports; Australian and European livestock importation programs; imports of game farm and zoological garden animals; imports of pets; feathers; skins, hides and wool; imports of birds; fertilizers; tankage; plant products; insects; others (tropical fish, amphibians, worms). ***Program Record Number:*** AGR FPI 015

Ingredients in Pesticides

Description: Information on the evaluation of pesticides to determine whether they will perform as claimed and on safe conditions for their use. ***Topics:*** Product chemistry; toxicology; metabolism; residues; environmental chemistry and toxicology. ***Access:*** Files arranged by ingredient code. ***Program Record Number:*** AGR FPI 135

Inspection and Compliance

Description: Information on the development, implementation and monitoring of a national field compliance program for registered pesticides. ***Topics:*** Monitoring; investigation; enforcement; verifications, sampling. ***Program Record Number:*** AGR FPI 140

Inspection and Enforcement

Description: Information on the inspection and enforcement of standards governing seed quality. ***Topics:*** Seed inspection; violations and detentions; crop inspection; grading; diseases; seed testing. ***Program Record Number:*** AGR FPI 100

Inspection and Monitoring

Description: Information on the inspection and monitoring of dairy, fresh and processed fruits and vegetables, honey and mapley products and certain other products; and on related establishments. ***Topics:*** Product inspection; establishment inspection; laboratory analysis; certificates of inspection; system auditing; consultation with governmental and non-governmental organizations; violations and prosecutions; inspection fees; complaints; compliance; policy development; the following database: Residues in Agri-Foods Monitoring Program. ***Program Record Number:*** AGR FPI 060

Inspection and Monitoring (Meat and Poultry Products)

Description: Information on the inspection and monitoring of food animals, meat products, meat-by products and plant sanitation. ***Topics:*** Testing - toxicity, residues, contaminants; disease monitoring; complaint investigation; transport sanitation; inspection auditing; surveys; national and regional inspection - slaughterhouses, storage and processing facilities; stamping devices; policy development; the following database: Residues in Agri-Foods Monitoring Program. ***Storage Medium:*** Files of statistics on weekly and monthly poultry kills, disease condemnations and establishment review are machine-readable. ***Program Record Number:*** AGR FPI 075

Inspection, Testing and Certification

Description: Information on the inspection and testing of seed potatoes, and certification for domestic markets. ***Topics:*** Seed multiplication; seed potato improvement; inspection; enforcement; training programs; storage and transportation; testing (seed lots, field and post-harvest); inventory of varieties; assessment of varieties; complaint investigation (domestic); federal-provincial consultations. ***Program Record Number:*** AGR FPI 115

Pari-Mutuel Supervision

Description: Information on the regulation and supervision of pari-mutuel betting on horse races. ***Topics:*** Daily pari-mutuel betting activities; pool distribution; investigation reports into alleged race fixing; betting dates; tests of totalizator equipment; race track facilities; racing commissions; conferences; betting systems; betting permits; security of bets and betting data; federal levy on wagering. ***Access:*** Files arranged by racing event and date. ***Program Record Number:*** AGR FPI 180

Pathology Services

Description: Diagnostic service and research activities related to animal diseases, consultation and licensing for use of biologics, veterinary and pest control products. ***Topics:*** Diseases (agents of disease, transmission to humans, economic loss due to disease); diagnostic activities; diagnostic reagents; registration consulting service; licensing and use of biologics, veterinary and pest control products. ***Program Record Number:*** AGR FPI 005

Pest Control

Description: Relates to pest control programs, diseases and parasites of plants and animals, control methods for specific pests, test data. ***Topics:*** Policies and general information on pest control; adjuvants; hard surface microbials; industrial slime; invertebrate and vertebrate pests; materials preservation; plant diseases; water biocides; weeds and plant growth control; wood preservation; biotechnology; equipment. ***Program Record Number:*** AGR FPI 081

Pesticide Research Permits

Description: Permits to conduct research on new or registered products. ***Topics:*** Policies and general information on research permits and submissions. ***Program Record Number:*** AGR FPI 082

Pesticide Statistics

Description: Relates to numerical information about imports, exports, costs of registrations, sales and use, hazards and benefits. ***Topics:*** Policies and general information on statistics; statistics on poisonings and accidents, product developments and registrations; sales and use. ***Program Record Number:*** AGR FPI 083

Plant Registration

Description: Information on the registration of storages, slaughtering and processing plants. ***Topics:*** Construction specifications; equipment; use of non-food materials and agents; storage facilities; policy development. ***Program Record Number:*** AGR FPI 080

Program and Management Services

Description: Information on the development and implementation of plant health programs in the areas of Human Resources Development (including Manual Development). ***Topics:*** Compensation, public awareness, consultation with client agencies, operational planning, program audit and control, and computer systems development. ***Program Record Number:*** AGR FPI 175

Race Surveillance

Description: Information on the surveillance of horse races. ***Topics:*** Daily supervision reports; photo finish service; race patrol service; drug control service; test inspectors' personal records. ***Access:*** Files arranged by racing event and date. ***Storage Medium:*** Film, videotapes and photographic print. ***Program Record Number:*** AGR FPI 185

Registration and Fees (Pesticides)

Description: Information on the registration of pesticides under the Pest Control Products Act. ***Topics:*** Application for registration; specification forms; product labels; ingredient authorizations; registrant correspondence; pesticide registration review; technical and scientific data in support of pesticide evaluation; evaluation and registrations; the following database: Regulatory Information on Pesticide Products. ***Access:*** Files arranged by registrant code and registration number. ***Program Record Number:*** AGR FPI 130

Registration and Product Standards (Meat and Poultry Products)

Description: Information on standards for the processing, grading and marking of poultry and poultry products, red meat, and animal products (furs, wools). ***Topics:*** Sanitation and building standards; grading standards; poultry packaging and labelling; import and export requirements; animal products (furs and wools); policy development; consultation with industry; egg quality data; egg solids. ***Storage Medium:*** The egg quality data and egg solids files are machine-readable. ***Program Record Number:*** AGR FPI 030

Registration, Licensing and Arbitration

Description: Information on the registration of fresh and processed fruit and vegetable, honey and maple products processing plants, dairy plants, and fresh produce warehouses; the licensing of dealers and brokers; and the arbitration of disputes. ***Topics:*** Registration of establishments - dairies; fresh and processed fruit and vegetable, honey and maple products processing plants; fresh produce warehouses; licensing of dealers and brokers; suspension or cancellation of registration; list of registered processors; arbitration boards; complaints; policy development. ***Program Record Number:*** AGR FPI 050

Regulatory Communication

Description: Includes guidelines and procedures relative to the dissemination of technical information via various media. ***Topics:*** Regulatory communication; computer systems; presentations; publications; regulatory information by telephone. ***Program Record Number:*** AGR FPI 051

Regulatory Liaison

Description: Relates to national and international aspects of pesticide management, coordination of policies and regulatory activities. ***Topics:*** Regulatory liaison with: federal, foreign, international, national and provincial organizations and governments. ***Program Record Number:*** AGR FPI 052

Scientific Analysis

Description: Information on analytical tests to ensure conformity with established quality-assurance standards for certain products and facilities. ***Topics:*** Requests for analysis; analytical reports; test results; product safety; sampling programs (quotas); provision standards; consultation with national and international, governmental and non-governmental organizations; methods of analysis; statistics; laboratory accreditation protocols; audits; check samples; quality assurance protocols. ***Access:*** Files arranged by date sampled, laboratory number or by commodity, region, date and type of test.Certain files are kept in regional laboratories. ***Storage Medium:*** LIMS computer database contains samples received and reported, tests requested and performed, and computer-generated certificates of analysis are machine-readable. *Program Record Number:* AGR FPI 065

Seed Potato Programs

Description: Information on the planning and maintenance of a national program designed to provide seed potatoes of a class and quality that will meet the demands of both domestic and export markets. *Topics:* Seed potato certification standards; import requirements of foreign and domestic markets; export and domestic certification standards. *Program Record Number:* AGR FPI 161

Seed Projects

Description: Information on the characteristics of seed varieties, foreign and domestic movement of seed, and availability of adequate supplies. *Topics:* Seed varieties; importation of seeds; exportation of seeds; statistics; contract multiplication; international liaison. *Storage Medium:* Seed inventory and seed sealing are machine-readable. *Program Record Number:* AGR FPI 095

Seed Standards

Description: Information on the development of new or amended seed quality standards; packaging and labelling. *Program Record Number:* AGR FPI 105

Standards and Labels

Description: Information on the development of and compliance with standards and labels to ensure quality, nutritional value and safety of meat products. *Topics:* Label review on microfilm; approved Canadian and foreign labels (machine-readable list); packaging; food standards - formulas and preparation; additives; policy development. *Program Record Number:* AGR FPI 085

Standards and Specifications

Description: Information on guidelines, specifications and standards on seed potatoes. *Topics:* Standards and labelling; laboratory facilities; transportation; storage; seed potato varieties; policy development. *Program Record Number:* AGR FPI 120

Surveillance Research

Description: Information on all aspects of research into race track surveillance. *Topics:* Diagnostic activities; drug detection; recording of races on film or video tape; effect of drug administration on horses. *Access:* Files arranged by drug study. *Storage Medium:* Film, videotapes and photographic prints. *Program Record Number:* AGR FPI 190

Training for Inspection and Monitoring (Meat Hygiene)

Description: Information on training for the inspection and monitoring of food animals, meat products and plant sanitation. *Topics:* Inspection techniques for various species, sanitation practices, humane handling, food processing; basic meat science; basic microbiology; food borne pathogens; biological residues. *Storage Medium:* Training materials in written format as modules with visual components on video or filmstrip with audio cassette. *Program Record Number:* AGR FPI 076

Variety Registration

Description: Information on the evaluation of new varieties of seeds for the purpose of registration. *Topics:* Registration of seeds; list of registered varieties (machine readable); unregistered varieties. *Program Record Number:* AGR FPI 110

VM Group - Employee Perception Study

Description: As part of its commitment to an open and consultative working environment, the Food Production an Inspection Branch conducted a survey of all its employees in the Veterinary Medicine (VM) Group. The survey was done cooperatively with the Professional Institute of the Public Service of Canada in the form of a questionnaire distributed to all VM Group members. *Topics:* Information was obtained on the members' working environment, career opportunities, performance appraisals, job satisfaction and role definitions. *Program Record Number:* AGR FPI 111

■ Research Branch

Animal Production Research

Description: Information on the efficiency of production and the quality of animals in support of market development. *Topics:* Beef, dairy, swine, poultry, sheep, and honey bees; breeding; nutrition; management practices; physiology; feeding; protection; reproduction; behaviour; carcass quality and grading. *Program Record Number:* AGR RBR 220

Biological Resources and Scientific Support Services

Description: Information on Canada's biological resources, and on the scientific support services for research programs; *Topics:* Classification and collections of vascular plants, insects, arachnids, nematodes, fungi; bacteria and viruses; plant gene collections; the following database: Sustainable Agriculture Task Force Database. *Program Record Number:* AGR RBR 230

Biotechnology

Description: Information on the assessment, development and utilization of basic and emerging technologies in support of agricultural research, including: recombinant technology, tissue culture, protoplasm fusion, single-cell protein production, nitrogen fixation, cytogenetics, and diagnostics. *Program Record Number:* AGR RBR 250

Commonwealth Agricultural Liaison

Description: Information on liaison with the Commonwealth International Agricultural Bureau and the Commonwealth Science Council. *Topics:* Information Service - agricultural scientific information, journals and book reviews; identification service - identification of pests and plant diseases; and biocontrol services - pest evaluation, survey and review services related to the introduction of biological control agents. *Program Record Number:* AGR RBR 245

Crop Production Development Research

Description: Information on the efficiency of production and quality of crops in support of market development.

Topics: Wheat and other cereals; oilseed crops; forage crops; horticultural crops; field crops; breeding; physiology; management practices; protection; disease resistance; plant nutrient studies; and N fixation. ***Program Record Number:*** AGR RBR 225

Food Processing and Distribution Research

Description: Information on increasing efficiency in the processing and distribution sectors through technological innovation and product improvement. *Topics:* Food processing (technological innovation, equipment and utilization); the development of new ingredients; packaging and storage (physiology and storage conditions) data. ***Program Record Number:*** AGR RBR 240

Food Quality and Nutrition Research

Description: Information on the safety, quality and nutritive value of edible agricultural products. *Topics:* Food safety - toxicants and contaminants; food quality - food composition, nutrient availability, nutrition, quality measurement. ***Program Record Number:*** AGR RBR 215

Land Research

Description: Information on the maintenance, availability and better utilization of agricultural land to meet current and future agricultural and food production needs. *Topics:* Soil management and conservation (erosion problems, tillage, reclamation, fertilizer use); soil composition (organic matter, mineral content, chemical analysis); soil mapping; land inventory (classification, surveys, mapping); soil and land evaluation; the following databases: Agroecological Resource Areas, Canadian Soil Information System (CANSIS), Generalized Soil Landscape Maps (GSLM) Degradation File, Land Potential for Agriculture Database, Soil Landscapes of Canada. ***Program Record Number:*** AGR RBR 195

Protection

Description: Information on the protection of animals and crops from diseases, insects and weeds, and on minimizing environmental degradation from agricultural practices. *Topics:* Plant disease organisms, insect pests, weeds, pesticides, chemical and biological control, insect population monitoring, integrated pest management, pollution studies - residues from animal and crop production, toxicology, environmental quality; waste management; pesticide management; plant nutrient studies. ***Program Record Number:*** AGR RBR 210

Research Branch Activities

Description: Includes general correspondence relating to agricultural science, university and provincial programs. *Topics:* Farm management; research activities of federal departments, agencies and provincial governments; in-house research programs; communications and reporting; goals and objectives; contracting of scientific research projects, reports, contracts and unsolicited proposals; radioactive materials; energy research; engineering research; farm electrification and power; field and horticultural crops engineering; livestock engineering; mechanization and materials handling; structures and graphics relating to research; the following database: Pest Management Research Information System (PRIS). ***Program Record Number:*** AGR RBR 211

Research Branch - Study Data Base

Description: This data base contains information on agricultural and food research studies underway in Agriculture Canada - Research Branch. *Topics:* Computerized input and retrieval system for scientific information on agricultural and food studies undertaken at research establishments. ***Program Record Number:*** AGR RBR 221

Water and Climate Research

Description: Information on the use of water resources and the effects of weather and climate on agricultural production. *Topics:* Irrigation, drainage, desalination, conservation; winter survival of crops, meteorological and climatic indices; crop development models (yield prediction through use of climatic indices); atmospheric carbon dioxide; meteorological records and data; the following database: Agriculture and Meteorology (AGMET). ***Program Record Number:*** AGR RBR 200

■ Policy Branch

Administration of Acts

Description: Information on loan guarantees, market development and advance crop payments. *Topics:* Application for financial assistance (marketing boards, producer organizations, co-operatives); establishing commodity values; auditing; Agricultural Products Co-operative Marketing Act; Advance Payments for Crops Act, Prairie Grain Advance Payments Act. ***Program Record Number:*** AGR POL 255

Agri-Food Policy Review

Description: Information on the Agri-Food Policy Review related to the work of the federal-provincial and government-industry task forces and committees set up to examine the challenges and priorities facing Canada's agri-food industry. *Topics:* The eleven task forces and committees dealt with: Safety Nets (overall framework), Grains and Oilseeds Safety Nets, Farm Finance and Management, Competitiveness, Transportation, Dairy Supply Management, Poultry Supply Management, Food Safety and Quality, Sustainable Agriculture, Research and Technology Transfer, and Pesticides Registration. ***Access:*** Reports of the task forces and committees are available upon request. Files are arranged by policy area. ***Storage Medium:*** Machine readable and hard copy. ***Program Record Number:*** AGR POL 367

Agricultural Development Policy and Analysis

Description: Policy-oriented analyses of agricultural development issues. *Topics:* Farm costs and incomes; farm income protection; agricultural stabilization; development strategy; energy in agriculture; farm labour programs; land-use policy; farm credit policy; agricultural taxation. ***Program Record Number:*** AGR POL 485

Agricultural Policy Issues

Description: Information on economic factors related to the supply, demand and pricing of agricultural commodities and on the development and analysis of economic policy alternatives for the government. *Topics:* Dairy and dairy products; livestock and livestock products; poultry and poultry products; fruit, vegetables, honey and maple products; special crops; grain and feed land policy development. ***Program Record Number:*** AGR POL 315

Agricultural Products Transaction

Description: Information on agricultural product transactions under the provisions of the Agricultural Products Board Act. *Topics:* Purchase and sale agreements; processing, storage and transportation of agricultural products; foreign assistance programs. *Access:* Files arranged by commodity, year and procedure. ***Program Record Number:*** AGR POL 590

Agriculture-Related Data

Description: Economic data related to agriculture. *Topics:* Market commentaries (annual and monthly time series); monthly and annual trade data (prices and quantities); source data for Food and Agriculture Regional Model and the hog, slaughter cattle and cow/calf stabilization models (monthly, quarterly and annual time series); miscellaneous economic data on agriculture and food. ***Access:*** Files arranged by AGSEC code or commodity (marketing and trade coding system). ***Program Record Number:*** AGR POL 330

Commodity Price Support Programs

Description: Information on support prices for agricultural products under the provisions of the Agricultural Stabilization Act and details of payment programs. *Topics:* Support price (related data, correspondence, reports, producer costs, market return statistics); payment program (deficiency payments, eligibility criteria). *Access:* Files arranged by commodity and year. ***Program Record Number:*** AGR POL 595

Crop Insurance Program

Description: Information on federal assistance to provincially operated crop insurance programs that provide producers with income stability against specific crop loss risks. *Topics:* Federal-provincial agreements under the Crop Insurance Act; federal contributions to the provinces; annual report for the Minister under the Crop Insurance Act; provincial crop insurance program proposals, statistical reports, crop insurance annual reports and crop condition reports; audit reports; foreign crop insurance information. ***Program Record Number:*** AGR POL 355

Economic Intelligence

Description: Economic intelligence on agricultural production and inputs. *Topics:* Farm input prices; farm costs and incomes. ***Program Record Number:*** AGR POL 490

Economic Research on Commodity Markets and Agricultural Market Forecasting

Description: Information on the supplies, consumption, inventories, trade and prices of the major agricultural commodities produced in Canada and on the analysis of factors influencing the behaviour of markets for these commodities. *Topics:* Dairy and dairy products; livestock and livestock products; poultry and poultry products; fruit, vegetables, honey and maple products; special crops; grains, oilseeds and fodder crop. ***Storage Medium:*** Statistics on commodity prices, marketings, stocks, imports, exports, production and disposition are machine-readable. ***Program Record Number:*** AGR POL 310

Farm Improvement and Marketing Co-operatives Loans

Description: Information on the administration of the Farm Improvement and Marketing Co-operatives Loans Act to assist in meeting the credit needs of Canadian farmers. *Topics:* Loan program management - reports, claims, remittances; guidelines; policy; borrower default analysis. *Access:* Reports of loans made are filed by borrower and lending period. ***Storage Medium:*** Reports are machine-readable. ***Program Record Number:*** AGR POL 465

Farm Income Protection Act

Description: The Farm Income Protection Act (FIPA) provides legislation for federal programs which assist farmers in improved long-term income protection against fluctuations in yields, prices or production costs such as the Gross Revenue Insurance Program and the Net Income Stabilization Account. FIPA also provides for the implementation of special measures to address short-term assistance to farmers under initiatives such as the Farm Support and Adjustment Measures. *Topics:* Agreements with the governments of the provinces for the purpose of establishing a net income stabilization account program and the establishment, operation and cost-sharing of a gross revenue insurance plan; enhancement to the Gross Revenue Insurance Program; enhancement to the Net Income Stabilization Account Program; the 1991 Cash Flow Enhancement Program; the Land Management Assistance Program; the Permanent Cover Program II; the Adjustment Measures for Horticulture. ***Program Record Number:*** AGR POL 369

Feed Freight Assistance Adjustment Fund

Description: Information on the Feed Freight Assistance Adjustment Funds in Ontario, Quebec and British Columbia. *Topics:* Contracts; claims; project monitoring - control and evaluation. ***Program Record Number:*** AGR POL 368

Food Policy and Research

Description: Economic studies and policy advice on food markets. *Topics:* Food prices; processing and retailing, transportation; food demand and consumption; foreign ownership; regulations. ***Program Record Number:*** AGR POL 325

Market Intelligence

Description: Market analyses on the purchasing, processing and transportation of food. *Topics:* Food prices; food expenditures (consumer spending); processing and retailing. ***Storage Medium:*** Food prices, pricing forecast model and food consumption are machine-readable. *Program Record Number:* AGR POL 320

National Tripartite Stabilization

Description: The Agricultural Stabilization Act supports producers by providing for development of tripartite (federal - provincial - producer) cost-shared programs at support levels to be agreed upon, but with a maximum federal cost of 3% of gross sales of participating producers. Once a tripartite agreement is in place for a commodity, the other support provisions for that commodity no longer apply. *Program Record Number:* AGR POL 491

Prairie Farm Assistance

Description: Information on assistance to farmers in the western wheat area in the event of a district crop failure. *Topics:* Prairie Farm Assistance Act, 1939; claims and payments; program phase-out 1973-74; repeal of the Act, 1979; annual reports. *Note:* Operational records now stored at National Archives of Canada in Winnipeg; administrative and policy records stored at headquarters. *Program Record Number:* AGR POL 370

Preparation of Briefing Papers

Description: Briefing papers on various agriculture-related trade policy questions for use by the Minister and senior officials of the Department. *Topics:* Import quotas; tariff changes; bilateral trade agreement negotiations; relations with less developed countries; food security; food reserves; other trade-related topics. *Program Record Number:* AGR POL 366

Relief Assistance Programs

Description: Information on crop loss assistance programs that cover emergency situations not provided for under ongoing crop insurance programs. *Topics:* Federal-provincial agreements; crop loss assistance program details; federal contributions to programs; soil moisture and crop condition reports; audit reports. *Program Record Number:* AGR POL 360

Status of Women - Assistant Deputy Minister's Office

Description: Information on status of women activities related to agriculture (rural and agricultural) in Canada. *Topics:* Government policy; convention on the elimination of all forms of discrimination; rural issues; conferences, workshops and liaison activities; farm women's groups in Canada. *Program Record Number:* AGR POL 500

Subsidy Claims and Payments

Description: Information on claims for subsidies from individual producers. *Access:* Files arranged by producer or number. *Program Record Number:* AGR POL 600

Waterfowl Crop Damage Compensation Program

Description: Information on compensation for individual producers in Manitoba, Saskatchewan and Alberta who have suffered serious waterfowl crop loss damage. *Topics:* Federal-provincial agreements; federal contributions; the Crop Damage Prevention Program and policies; program studies; waterfowl crop damage compensation policies; program audit reports. *Program Record Number:* AGR POL 365

■ Agri-Food Development Branch

4-H Programs

Description: Information on financial and professional support for the development of Canadian youth interest in agriculture through 4-H clubs. *Topics:* Share-cost agreements; contributions; club program monitoring. *Storage Medium:* Hard copy and/or computer diskettes. *Program Record Number:* AGR AFD 450

Agri-food Industry Market Strategies (AIMS)

Description: Information on the export and/or domestic market strategies of several agri-food associations including their market assessments, their strategic market development goals and their planned activities in priority markets for up to five years. *Topics:* Market assessments, strategic market development goals and planned activities. *Program Record Number:* AGR AFD 482

Agricultural Products Marketing Act

Description: Information on the applications made by provincial marketing boards/agencies regarding extension of their provincial powers in the area of interprovincial and export trade. *Topics:* Delegation orders, levy orders, and regulations made under the Act including regulatory impact analysis statements. *Program Record Number:* AGR AFD 481

Authentication of Purebred Livestock

Description: Information on financial and professional support for the identification, promotion and improvement of genetically superior breeding stock through the authentication of purebred livestock. *Topics:* Livestock registration authentication; livestock associations; Animal Pedigree Act. *Storage Medium:* Hard copy and/or computer diskettes. *Program Record Number:* AGR AFD 455

Canadian Agri-Food Development Initiative

Description: Information on a financial contribution program introduced in 1990 to assist the agri-food industry in undertaking developmental projects including information on CAFDI applicants and assisted projects. *Topics:* Marketing, production and human resource development. *Program Record Number:* AGR AFD 484

Canadian Agricultural Market Development Initiative

Description: Information on a financial contribution program which was in operation from 1985-90 to encourage market development by supporting agri-food industry projects including information on CAMDI applicants and assisted projects. *Topics:* Market research, product/process development, Canadian processing and marketing capability. *Program Record Number:* AGR AFD 483

Canadian Rural Transition Program

Description: Information on a program to provide assistance to farm families who are forced to give up farming because of financial reasons. *Topics:*

Administrative records which include applications made under the program and services provided to program participants. ***Program Record Number:*** AGR AFD 485

Compilation, Analysis and Dissemination of Trade Statistics

Description: Agricultural trade statistics derived from original data published by Statistics Canada. ***Topics:*** Canadian agricultural exports (by commodity and receiving country); Canadian agricultural imports (by commodity and source country); trade statistics. ***Storage Medium:*** Hard copy and/or computer diskettes. ***Program Record Number:*** AGR AFD 491

Crop Development

Description: Information on the improvement of production and marketing of horticultural and special crops. ***Topics:*** Production and market planning; federal/provincial programs; production and marketing constraint and opportunity identification; markets information; market development projects; liaison with government and non-government organizations; the following two databases: National Grid Square Climate Database and National Soil Units Climate Database. ***Program Record Number:*** AGR AFD 421

Crop Development Fund (CDF)

Description: Information on a program «also known as New Crop Development Fund (1974-88)» which was in operation from 1974-90 to encourage the growth and efficiency of a diversified crop sector within the agri-food industry including information on CDF applicants and assisted projects. ***Topics:*** Development and evaluation of new crops, varieties and production technologies; field trials and demonstrations. ***Program Record Number:*** AGR AFD 426

Fairs and Exhibitions Program

Description: Information on the fairs industry, program standards and requirements. ***Topics:*** Financial support to individual fairs, program terms and conditions, livestock classification guidelines for showing. ***Program Record Number:*** AGR AFD 445

Farm Debt Review Boards

Description: Carry out the Farm Debt Review Act which ensures that farmers in financial difficulty of facing foreclosure have access to an impartial third-party review of individual circumstances and possible financing/refinancing options. ***Topics:*** Professional support, liaison with private sector and other government departments/agencies. ***Program Record Number:*** AGR AFD 486

Farm Management Initiative

Description: Information on the development and application of farm business training materials and associated courses and other farm business management activities. ***Topics:*** Various aspects of farm business management, needs assessment, and farm business management tools development. ***Program Record Number:*** AGR AFD 487

Food Industry Database (FIND)

Description: Information on the Canadian food processing industry. ***Topics:*** Assistance programs available to the agri-food industry; market research studies related to food consumption; food research establishments in Canada; specialty crops; non-governmental agri-food organization documents; food technology development reports; and calendar of upcoming activities in the industry. ***Program Record Number:*** AGR AFD 488

Food Industry Development

Description: Information on the Canadian food processing, retailing and structure sectors. ***Topics:*** Retail and foodservice organization and structure; packaging problems; over 380 market research studies related to food consumption; North American food and beverage processing company and industry information; producer-market linkages. ***Storage Medium:*** Computer (short descripont of studies only). ***Program Record Number:*** AGR AFD 271

Human Resource Inventory

Description: Information on all employees of the Agri-Food Development Branch. ***Topics:*** Branch training, conferences and projects; data given to personnel for statistical purposes. ***Storage Medium:*** Hard copy and/or computer diskettes. ***Program Record Number:*** AGR AFD 497

International Agricultural Assignments

Description: Information on the staffing of overseas agricultural projects carried out by Agriculture Canada, CIDA and various international agencies. ***Topics:*** International agency job vacancy notices (Food and Agriculture Organization, WFP, CGIAR, etc.); roster of individuals interested in international assignments; international vacancy notices - CIDA projects. ***Storage Medium:*** Hard copy and/or computer diskettes. ***Program Record Number:*** AGR AFD 492

International Agricultural Projects (CIDA)

Description: Information on technical assistance projects in developing countries which are managed by the Department on behalf of other aid agencies such as Canadian International Development Agency (CIDA). ***Topics:*** Project descriptions; reports; administration guidelines. ***Storage Medium:*** Hard copy and/or computer diskettes. ***Program Record Number:*** AGR AFD 493

International Relations

Description: Information on liaison with international organizations, international agricultural intelligence and bilateral relations with foreign countries, including visits and missions. ***Topics:*** Food and Agriculture Organization (FAO); World Food Program; World Food Council; Inter-American Institute for Agricultural Co-operation (IICA); Memoranda of Understanding on Agricultural Co-operation; senior level foreign visits. ***Storage Medium:*** Hard copy and/or computer diskettes. ***Program Record Number:*** AGR AFD 494

International Trade and Markets Information

Description: Information pertaining to the export of Canadian agri-food products, services and technology. *Topics:* Country Marketing Environment Reports; Foreign Missions Reports; reports of seminars and technical trade missions; Canadian agri-food trade with individual foreign countries; programs and services available to exporters; export marketing companies and organizations; agri-food sector of foreign countries. *Access:* Files arranged by country, commodity and number. *Storage Medium:* Hard copy and/or computer diskettes. *Program Record Number:* AGR AFD 422

Market Information Service

Description: Information on the quality, quantity, price, sale and/or movement of selected commodities. *Topics:* Collection of prices, sales and inventories of various commodities from private sector sources in Canada and abroad; aggregation of data and relevant information concerning policies and programs in Canada, competing countries and importing nations; publishing of markets information and intelligence; liaison with private sector and other government departments/agencies. *Storage Medium:* Machine-readable files, hardcopy publications, and public database. *Program Record Number:* AGR AFD 261

Production Development Assistance Initiative

Description: Information on a financial contribution program which was in operation from 1985-90 to facilitate improvements in livestock and crop production and encourage human resource development in the agricultural sector including information on PDAI applicants and assisted projects. *Topics:* New production technologies, farm management techniques, skills development and leadership training. *Program Record Number:* AGR AFD 489

Records of Performance (Livestock)

Description: Information on recording and evaluation systems to promote production, efficiency and quality. *Topics:* Breeders; genetic improvement; dairy production; livestock growth rate, reproductive performance; beef, sheep and swine production. *Storage Medium:* Hard copy and/or computer diskettes. *Program Record Number:* AGR AFD 430

Resource and Environment Programs

Description: Information on environmental issues related to agriculture and programs to encourage environmental management of resources. *Topics:* Soil and water conservation management studies, wildlife habitat/agriculture interface, environmental assessment and review processes, National Soil Conservation Program, Green Plan initiatives, Environmental Sustainability Initiatives, Land Management Adjustment Program, and pesticide price monitoring. *Program Record Number:* AGR AFD 490

Showcase Herd Maintenance

Description: Information on a showcase herd of beef and dairy cattle, sheep and swine maintained to demonstrate to the Canadian public and potential foreign livestock buyers and visitors the quality and genetic potential of Canadian livestock. *Topics:* Production tested under the National Record of Performance Programs and type-classification for dairy and beef cattle; technical information for promotional purposes for represented livestock species; foreign exhibition promotional program for livestock. *Storage Medium:* Hard copy and/or computer diskettes. *Program Record Number:* AGR AFD 435

Sire Loan Programs

Description: Information on financial and professional support for the identification, promotion and improvement of genetically superior breeding stock through the loan of superior sires. *Topics:* Procurement of sires; loan arrangements; guidance and advice - breeding, feeding and management of livestock, progress evaluation; breeder associations. *Storage Medium:* Hard copy and/o computer diskettes. *Program Record Number:* AGR AFD 440

Strategic Planning

Description: Information on strategic issues and challenges facing the agri-food system and the Department. *Topics:* Provincial profiles, etc. *Storage Medium:* Hard copy and/or computer diskettes. *Program Record Number:* AGR AFD 410

Technical Assistance

Description: Information on departmental policy in reference to technical assistance abroad in the agricultural sector. *Topics:* Technical assistance; international agricultural issues; aid/trade issues. *Storage Medium:* Hard copy and/or computer diskettes. *Program Record Number:* AGR AFD 423

■ Prairie Farm Rehabilitation Administration Branch

Alberta Irrigation Rehabilitation Program

Description: Information on the Alberta Irrigation Rehabilitation Agreement of 1973 providing for the transfer to Alberta of Canada's interest in the St. Mary and Bow River irrigation projects and for financial contributions by Canada for the rehabilitation of irrigation works in Alberta. *Topics:* Implementation Board; agreements; finance; drainage; irrigable areas; land; individual project files; individual service, supply and construction contracts related to each individual project file. *Program Record Number:* AGR PFA 535

Assiniboine River Diking Program

Description: Information relating to the construction of a system consisting of about 160 km of dikes to control flooding along the Assiniboine River between Portage la Prairie and Winnipeg and the operation and maintenance of these dikes. *Topics:* Advisory Board agendas and minutes of meetings; Property and Land Committee of the Advisory Board; Saskatchewan Lands Tripartite Committee of the Advisory Board; Cost Sharing Committee of the Advisory Board; land; individual service, supply and construction contract files. *Program Record Number:* AGR PFA 540

Drought Monitoring Program

Description: Information relating to the risk of drought on the Canadian Prairies, including water supply, soil moisture and pasture condition assessments. *Topics:* Drought; water supply; wind erosion risk; soil moisture; pastures; committees; workshops; remote sensing; prairie drought monitoring network. ***Program Record Number:*** AGR PFA 561

Engineering Services Projects

Description: Information relating to the investigation, planning, design, construction and maintenance of various works pertaining to water development, irrigation and infrastructure programs in the prairie provinces; and the provision of technical assistance to other federal departments and provincial governments with respect to water resource planning and management. *Topics:* Agreements; Community Wells Program; irrigation; drainage and flood control; dam maintenance; engineering assistance; safety inspection and investigation; individual project files; individual service, supply and construction contracts related to each individual project file. ***Program Record Number:*** AGR PFA 520

Irrigation Demonstration Program

Description: Information relating to the operation of the Saskatchewan Irrigation Development Centre at Outlook, Saskatchewan. The Centre is a joint Canada - Saskatchewan facility and provides a focal point for the investigation and demonstration of irrigation management techniques that can be evaluated for a wide range of new and established crops. It provides specialized information to farmers and the agricultural industry on irrigation, drainage, special crops, fertilizers, weed control and special equipment. *Topics:* Vegetable Project Committee; Research Committee; Demonstration Committee; reports on various crops; land; irrigation. ***Program Record Number:*** AGR PFA 545

Land-Use Program - Community Pastures

Description: Information relating to the operation and administration of PFRA community pastures, the conservation of land resources, the reduction of the impact of drought, the stabilization of western beef breeding herds, the improvement in the quality of beef cattle and the provision of supplemental grazing for farmers. *Topics:* Pasture agreements; agreements; cattle brands; pasture breeding services; wildlife control; control of pests by the application of pesticides and herbicides; animal health; land purchase program; pasture improvements; ecology and preservation of grasslands; land development program; dugout excavation and dugout enlargement; grazing applications and allotment notices; individual service, supply and construction contract files related to each individual project file; surface leasing agreements. ***Program Record Number:*** AGR PFA 510

Shelterbelt Program

Description: Information relating to the operation of the Shelterbelt Centre at Indian Head, Saskatchewan, established in 1902 by the Department of the Interior and transferred to PFRA in 1963. The program involves the production and distribution of tree seedlings for farmstead and field shelterbelt plantings throughout the Prairie provinces. *Topics:* Water supply; roads and utilities; irrigation; buildings; landscaping; domestic water agreement with the Town of Indian Head Land; shelterbelts; infields and farmsteads tree distribution policy. ***Program Record Number:*** AGR PFA 550

Soil Conservation Program

Description: Information relating to analyses and discussions of soil conservation and land degradation issues on the Canadian prairies, together with activities that deal with such problems at farm and regional levels. *Topics:* Project reports; local conservation organizations; soil conservation committees; Dryland Salinity Control Association; individual service; individual project files; agreements; applications for assistance; letters to government agencies and farm organizations; conservation workshops; soil conservation and degradation; unproductive land; economic and regional development agreements; the following database: Crop Residue Survey. ***Program Record Number:*** AGR PFA 560

South Saskatchewan River Project

Description: Information on the construction, operation and maintenance of the Gardiner and Qu'Appelle River Dams forming Lake Diefenbaker in accordance with an agreement between Canada and Saskatchewan dated July 25, 1958. *Topics:* Policy; agreement; damage claims and adjustments; educational arrangements; photography; publicity; inaugural ceremonies; water analysis; buildings and lands; equipment; finances; personnel; development boards; contracts; dams and reservoirs; irrigation; power facilities; recreational facilities; reports on climate, economics, engineering, power, soils and recreational features. ***Program Record Number:*** AGR PFA 525

South-West Saskatchewan Irrigation Projects

Description: Information on the construction of twenty-seven water storage reservoirs and six irrigation projects in southwest Saskatchewan. Four of the reservoirs have been turned over to the province while the remainder continue to be maintained and operated by PFRA. The irrigation projects are located at Consul, Eastend, Maple Creek, Rush Lake, Val Marie and West Val Marie. *Topics:* Assignments and agreements for sale of land; letters patent; drainage; irrigation; leases; application for land; spring runoff records; land levelling; letters to debtors; individual project files; individual construction contract files related to the project files. ***Program Record Number:*** AGR PFA 530

Water Development Program

Description: Information relating to the provision of financial and technical assistance to individuals, groups and communities for the development of water and land resources; the establishment of on-farm, community and regional water supplies, including dugouts, stockwatering dams, irrigation schemes as well as farm wells, pipelines and reservoirs. *Topics:* Community Wells Program, agreements; dugouts and small dams; irrigation;

submissions for community projects; farm well program; individual project files; applications for water development grants; economic and regional development agreements; the following database: Prairie Rural Water Development Program Projects. ***Program Record Number:*** AGR PFA 515

■ Grains and Oilseeds Branch

Acts and Legislation

Description: Various key elements related to grains and oilseeds. ***Topics:*** Two Price Wheat Act; Western Grain Stabilization Act; Prairie Grain Advance Payments Act; Crop Insurance Act; Livestock Feed Assistance Act; Canada Grain Act; Canadian Wheat Board Act; Grain Futures Act, Farm Income Protection Act. ***Program Record Number:*** AGR GOB 805

Associations, Organizations, Companies

Description: Various groups involved in the grains and oilseeds sector in Canada. ***Topics:*** Growers associations; grain companies; marketing boards and initiatives; research institutes. ***Program Record Number:*** AGR GOB 800

Cash Flow Enhancement Program

Description: The purpose of this program is to pay on behalf of producers the interest on up to $50,000 of cash advanced under the Prairie Grain Advance Payments Act and the Advance Payments for Crops Act. ***Topics:*** Cash advances, interest charge. ***Storage Medium:*** Paper. ***Program Record Number:*** AGR GOB 806

Co-operatives and Producers Marketing Organizations

Description: Information pertaining to co-operatives and producers' marketing organizations. ***Topics:*** Co-operation in Canada; Marketing Board Statistics; Co-operatives in International Trade; Directory of Agricultural Marketing Boards in Canada. ***Access:*** Files arranged by organization, commodity, province and number. ***Storage Medium:*** Hardcopy and computer. ***Program Record Number:*** AGR GOB 280

Grain Handling and Transportation

Description: Information on grain handling and transportation system in Canada. ***Topics:*** Labour disputes; elevators; box cars; terminals; trading - CNR, CPR; Crow rates; tariffs, stop-off charges; Western Grain Transportation Act. ***Program Record Number:*** AGR GOB 815

Grain Marketing

Description: Information relating to the activities of the Canadian grain exporting and processing firms. Included are outgoing and incoming trade missions; visits of buyers; technical seminars; feeding trials; grants, loans and contributions programs designed to help the grains and oilseeds industry in the development and marketing of new products; research surveys and analyses of the industry; the development and administration of various acts and legislation governing the activities of the Canadian grain industry; trade agreements and treaties; production and marketing nationally of Canadian products; world market situations; general economic development of the industry; involvement with associations and organizations from the public and private sectors, including government departments and foreign organizations; foreign market conditions; trade laws; regulations; and agricultural production. ***Topics:*** Fairs and missions; visits; grain missions to foreign countries; market development studies; industry sector profiles; research; marketing analysis; Rapeseed Utilization Assistance Program; Program for the Advancement of Industrial Technology; Program for Export Market Development; Grains and Oilseeds Marketing Incentive Program; Enterprise Development Program; acts and legislation; grains policy; markets for grain; markets for oilseeds; grains programs; transportation and handling; grains financial matters; fats and oils; associations, institutions and organizations; committees; conferences and meetings; companies; corporations and firms; provincial governments; federal government departments and agencies; economics. ***Program Record Number:*** AGR GOB 835

Grain Payments

Description: Information on domestic grain sector support. ***Topics:*** Prices; initial payments; cash advances; situation report. ***Program Record Number:*** AGR GOB 820

Grain Sales

Description: Information on markets and sales. ***Topics:*** Credit Grain Sales; USSR Wheat Embargo. ***Program Record Number:*** AGR GOB 825

Grain Storage

Description: Domestic storage of grains and oilseeds. ***Topics:*** Quotas; permits; deferred delivery. ***Program Record Number:*** AGR GOB 810

Grains and Oilseeds

Description: Information on various grain and oilseed crops, problems and policies. ***Topics:*** Feed grains; domestic feed grain marketing policy; canola; oats; barley; wheat; durum; soy bean; flax; rye; drought; pesticides; corn. ***Program Record Number:*** AGR GOB 830

Producer Account Maintenance

Description: Information on transactions between grain buyers and producers under the provisions of the Western Grain Stabilization Act. ***Topics:*** Date of transaction; grade of grain; purchaser (name and location); quantity delivered; revenue paid; kind of grain. ***Access:*** Files arranged by Canadian Wheat Board permit number. ***Program Record Number:*** AGR GOB 345

Special Income Assistance Program

Description: The purpose of this program is to provide financial assistance through federal-provincial initiatives for the benefit of agricultural producers who have experienced dramatic income reductions in 1990. Information on the manner in which provincial governments distributed the federal contribution to producers. ***Topics:*** Producer eligibility, payment rates, program conditions. *Storage Medium:* Paper. *Program Record Number:* AGR GOB 832

Stabilization Payments and Levies

Description: Information on stabilization payments to grain producers and levies on grain sold. *Topics:* Stabilisation payments list, levies. *Access:* Files arranged by Canadian Wheat Board permit number. *Program Record Number:* AGR GOB 350

■ Canadian Grain Commission

Economics and Statistics Operations

Description: Economic and statistical information on grain handling and storage, the auditing of elevator operations, and the control of licensing and insuring of elevators under the Canada Grain Act. *Topics:* Grain handling and storage statistics for licensed elevators; audits of operations of terminal and transfer elevators; licensing of elevators, insurance and guarantee bond; grain inspected and weighed at terminal elevators; individual grain transactions at terminal elevators; prices received by western producers; policy analysis and recommendations.Records are located in Winnipeg. *Program Record Number:* AGR CGC 570

End-Use Certificate Program

Description: Information obtained by Commission employees or submitted by Importers under the Canada Grain Act or Canada Grain Regulations regarding the type of grain imported from the United States and the type of facility to which the grain is consigned. *Topics:* Description and quantity of grain imported; mode of transportation; importer's name and address, consignee name and address; type of processing facility to which the grain is consigned.The files are located in Winnipeg. *Program Record Number:* AGR CGC 566

Grain Inspection Operations

Description: Information on the inspection and grading of samples of grain and grain screenings obtained by Commission employees or submitted by members of the grain industry under the Canada Grain Act or Canada Grain Regulations. *Topics:* Grades of samples submitted; grades of terminal elevator receipts; special treatment of grain in terminal elevators; elevator inspections and infestation control; grain shipments from terminal and transfer elevators; primary and export standard samples; reinspections.The files are located in Winnipeg and in district offices. *Program Record Number:* AGR CGC 565

Grain Research

Description: Information on the quality of cereal grains and oilseeds. *Topics:* Enquiries, consultations, advice and reports; quality assessment of new crops; grain cargo composite monitoring; evaluation of new varieties; protein testing; scientific testing of cereals and oilseeds; research in cereal and oilseed chemistry; moisture meter standardization; evaluation and development of new testing methods.Records are located at the Winnipeg office. *Program Record Number:* AGR CGC 575

Policy Development and Coordination

Description: Information on the administration of the Canada Grain Act and the Grain Futures Act; issuing of regulations and orders; advising the Minister on matters relating to grain handling; collection of revenues; and coordination of functions of all divisions within the Canadian Grain Commission. *Topics:* Operations audit of grain handling in Canada; Canada Grain Act and Regulations; Grain Futures Act and Regulations; Canadian Grain Commission orders and directives to the grain trade; collection of revenue; financial statement; supervision of grain futures trading; Grain Appeal Tribunal; Canadian government elevators (privatized 1979-81).Records located in Winnipeg; operations audit at regional offices; and Canadian Government Elevator files at National Archives of Canada. *Program Record Number:* AGR CGC 585

Weighing of Grain

Description: Information on the supervision of grain weighing at terminal and transfer elevators to ensure adherence to the provisions of the Canada Grain Act and Regulations. *Topics:* Weighing exception reports; scale equipment inspection; weigh-over of elevator stocks for audit; investigation of complaints related to weight; weighing facilities - planning and control.Records are located at Winnipeg and at district offices. *Program Record Number:* AGR CGC 580

■ Emergency Planning Division

Civil Emergency Planning

Description: Information on preparedness plans to ensure adequate inspection and regulation of agricultural products and services in the event of a national emergency. *Topics:* Liaison in emergency planning matters with Privy Council Office and Emergency Preparedness Canada, other federal departments, provincial departments of agriculture, U.S. Department of Agriculture and NATO; orientation training in Agricultural Emergency Planning. *Program Record Number:* AGR SDM 385

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting
Audits
Budgets
Buildings
Buildings and Properties
Classification of Positions
Co-operation and Liaison
Employment and Staffing
Equipment and Supplies
Finance
Furniture and Furnishings

Human Resources
Lands
Occupational Health, Safety and Welfare
Office Appliances
Official Languages
Pensions and Insurance
Procurement
Salaries and Wages
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Training and Development
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■ Food Production and Inspection Branch

Animal Health Importation Program

Description: This bank contains information related to the importation of animals, animal products and by-products, veterinary biologics and related items. Examples are cattle, horses, poultry, animal semen and embryos, meat, animal hides, veterinary vaccines, serums, toxins, etc. The information relates to permits, applications, quarantines, test results, numbers imported, etc. *Class of Individuals:* Information relates primarily to Canadian importers and, to a lesser extent, exporters in other countries. *Purpose:* To provide statistical information on imported commodities, to enable tracebacks for disease purposes and to provide an inventory of animals, commodities, owners, etc. for reference and consultation purposes. *Consistent Uses:* The bank is used primarily for issuing import permits, quarantining animals and birds, import statistic compilation, tracing back from disease outbreaks, verification of legal entry of animals, etc., into Canada. *Retention and Disposal Standards:* Information is maintained in this bank for a period of 20 years. *TBS Registration:* 001711 *Bank Number:* AGR PPU 011

Application for Compensation (PVYn)

Description: Name, address, telephone number, legal description of persons (farmers), property, production and sale records and grower's seed potato certification number. *Class of Individuals:* Farmers mainly. *Purpose:* For the purpose of awarding compensation payments to persons (farmers mainly) affected by the plant virus PVYn. *Consistent Uses:* It is expected that there will be some form of data sharing with the provinces and the potato marketing boards. *Retention and Disposal Standards:* Six years after the issuance of payments. *TBS Registration:* 002941 *Bank Number:* AGR PPU 012

Application for Pari-Mutuel Betting Permits

Description: This bank contains correspondence, and material on personal characteristics, criminal histories and corporate ownership (directors, and signing officer over 10 percent of the shares). *Class of Individuals:* Race track operators. *Purpose:* The purpose of this bank is to consolidate information used to grant qualified applicants permits to conduct pari-mutuel betting on horse races pursuant to section 188 of the Criminal Code. *Consistent Uses:* The bank is used to qualify associations for betting privilege, and to fix dates for betting. *Retention and Disposal Standards:* These files are retained for 10 years. *TBS Registration:* 000894 *Bank Number:* AGR PPU 125

Artificial Insemination (A.I.) Units

Description: Information contained in the bank includes reports on owners of male donor animals in the A.I. units; name, identification and test results of the animals; records on the amount of semen being imported into the country to be stored at the A.I. units; and records showing the amount of semen exported. *Class of Individuals:* Individuals who have had semen collection of their animals done at artificial insemination units. *Purpose:* The purpose of this information bank is to support the prevention of diseases through the use of artificial insemination. *Consistent Uses:* This bank is used in the monitoring of artificial insemination units and for issuing licences, export certificates and import permits. *Retention and Disposal Standards:* Information is maintained in this bank for a period of seven years. *TBS Registration:* 000880 *Bank Number:* AGR PPU 055

Authorization of Establishments to Certify Seed

Description: This bank contains technical information on seed handling equipment, seed sale data and product compliance data. *Class of Individuals:* Seed establishment proprietors. *Purpose:* The purpose of this bank is to maintain a record of businesses and individuals who have been authorized to tag and seal certified seed, and/or sell certified seed in bulk, along with technical data on the basis of the authorization and subsequent performance of the seed from such establishments in meeting standards under the Seeds Act and Regulations. *Consistent Uses:* To assess on the basis of product performance whether authorization should be continued or withdrawn to certify seed. *Retention and Disposal Standards:* These files are retained for 10 years. *TBS Registration:* 000890 *Bank Number:* AGR PPU 105

Canadian Processed Egg Stations

Description: The bank contains documentation prepared by federal inspectors on processed egg station operation and processed egg station operators' weekly submissions on station output. *Class of Individuals:* Processed egg station operators. *Purpose:* The purpose of the bank is to provide an historical record on Canadian processed egg stations operation, compliance and throughput. *Consistent Uses:* The primary use of the bank is to accumulate, for weekly publication, a provincial and Canadian record of processed egg station output for use by the total Canadian poultry industry. ***Retention and Disposal Standards:*** Information is maintained in this bank for a period of four years after the current year or for one year following cancellation of registration. ***TBS Registration:*** 000883 ***Bank Number:*** AGR PPU 070

Canadian Processed Poultry Stations

Description: As per the Processed Poultry Regulations of the Canada Agricultural Products Standards Act, this bank contains documentation prepared by federal inspectors on processed poultry station operation and processed poultry station operators' weekly submissions on station production. ***Class of Individuals:*** Poultry station operators. ***Purpose:*** The purpose of the bank is to provide an historical record on processed poultry stations operation, compliance and throughput. ***Consistent Uses:*** The primary use of the files is to accumulate for weekly publication a provincial and Canadian record of processed poultry stations' output for use by the Canadian poultry industry. ***Retention and Disposal Standards:*** Information is maintained in this bank for a period of four years after the current year and for one year following cancellation of registration. ***TBS Registration:*** 000885 ***Bank Number:*** AGR PPU 080

Canadian Registered Egg Stations

Description: This bank contains documentation prepared by federal inspectors on egg station operation and egg station operators' weekly submissions on station volume of graded shell eggs. ***Class of Individuals:*** Egg station operators. ***Purpose:*** The purpose of this bank is to provide an historical record on registered egg stations' operation, compliance and throughput. ***Consistent Uses:*** The primary use of the records is to accumulate, for weekly publication, a provincial and Canadian record of egg gradings and production for use by the Canadian poultry industry. ***Retention and Disposal Standards:*** Information is maintained in this bank for a period of four years after the current year and for one year after cancellation of registration. ***TBS Registration:*** 000882 ***Bank Number:*** AGR PPU 065

Canadian Registered Hatcheries (Chicken and/or Turkey)

Description: This bank contains documentation prepared by federal inspectors on hatchery operation and hatchery operators' weekly submissions on hatchery output (chicks and/or poults). ***Class of Individuals:*** Chicken/turkey hatchery operators. ***Purpose:*** The purpose of the bank is to provide an historical record on hatcheries registered under the Hatchery Regulations of the Livestock and Livestock Products Act. ***Consistent Uses:*** The primary use of the file is to accumulate for weekly publication a provincial and Canadian record of chick and poult production for use by the Canadian poultry industry. ***Retention and Disposal Standards:*** Information is maintained in this bank for a period of four years after the current year and for one year following cancellation of registration. ***TBS Registration:*** 000884 ***Bank Number:*** AGR PPU 075

Disease Investigation

Description: Information contained in the bank includes reports on herds in which there have been an unusual number of deaths or other uncommon occurrences; reports from veterinary practitioners reporting unusual occurrences in their area; reports from veterinarians in charge of registered establishments reporting high incidence of disease in one particular herd or flock. ***Class of Individuals:*** Livestock owners who have had uncommon occurrences in their herds or flocks. ***Purpose:*** The purpose of this information bank is to support the monitoring of livestock diseases in Canada in accordance with the Animal Disease and Protection Act. ***Consistent Uses:*** The primary use of this bank is to report unusual occurrences of animal disease. ***Retention and Disposal Standards:*** Information is maintained in this bank for a period of 20 years. ***TBS Registration:*** 000874 ***Bank Number:*** AGR PPU 025

Disease Investigation on Reportable Diseases

Description: Information contained in the bank includes reports on individual herds in which a reportable disease has been diagnosed or suspected. ***Class of Individuals:*** Livestock owners who have a reportable disease in their herd or flock. ***Purpose:*** The purpose of this information bank is to support the eradication and/or control of livestock diseases in Canada which are reportable under the Animal Disease and Protection Act. ***Consistent Uses:*** The primary use of this bank is to monitor reportable livestock diseases and payment of compensation. Information may also be used to garnish payments received by individuals under several Agriculture Canada programs. This activity would be made under the Family Orders and Enforcement Assistance Act. ***Retention and Disposal Standards:*** Information is maintained in this bank for a period of 20 years. ***TBS Registration:*** 000879 ***Bank Number:*** AGR PPU 050

Embryo Transfer Centres

Description: Information contained in the bank includes the names and identification of parents of embryos, results of tests of parent and recipient animals, records of animals, animal embryos imported into the country by means of recipient animals or for transfer into recipient animals and records showing the number of animal embryos exported. ***Class of Individuals:*** Individuals whose animals have had embryo transfers performed at embryo transfer centres. ***Purpose:*** The purpose of this information bank is to support the prevention of disease through the process of animal embryo transfer from donor females into recipient females. ***Consistent Uses:*** The bank is used in the monitoring of embryo transfer centres for registration purposes, issuing export certificates and import permits. ***Retention and Disposal Standards:*** Information is maintained in this bank for a period of 20 years. ***TBS Registration:*** 000876 ***Bank Number:*** AGR PPU 035

Export Control Information Bank

Description: This bank contains information such as species exported, destination and phytosanitary condition. ***Class of Individuals:*** The information in this bank relates to persons wishing to export plants or plant materials.

Purpose: The purpose of this bank is to issue phytosanitary certificates for export of plants or plant materials. ***Consistent Uses:*** To issue phytosanitary certificates for export. ***Retention and Disposal Standards:*** Records are retained for five years. ***TBS Registration:*** 003037 ***Bank Number:*** AGR PPU 120

Export of Livestock

Description: Information contained in the bank includes names and addresses of livestock owners, numbers and identification of the livestock exported. The files include records on individuals as well as companies involved in the exporting of livestock such as volume of business, value of contracts and purpose of exportation. ***Class of Individuals:*** Livestock owners and companies exporting livestock. ***Purpose:*** The purpose of this information bank is to support the prevention of the export of diseased livestock and to ensure that the livestock meet the health requirements of the importing countries. ***Consistent Uses:*** The bank is used to monitor the export of animals, to issue health certificates, and to establish uniformity of procedures in the operations of quarantine and inspection of livestock for export. ***Retention and Disposal Standards:*** The information is maintained in this bank for a period of 20 years after the shipment. ***TBS Registration:*** 000873 ***Bank Number:*** AGR PPU 020

Feed Registration

Description: This bank contains applications for feed registration in compliance with the Feeds Act. It also includes the companies' and farmers' names and addresses, and names of feeds (including brand names), together with registration numbers. This information is included on a database of feed manufacturers having registered feed products. ***Class of Individuals:*** On-farm manufacturers who mix medicated feed. ***Purpose:*** The information was obtained as part of the feed registration procedure. ***Consistent Uses:*** The information is used by headquarters and regional feed, registration and compliance staff to carry out inspection and sampling, as required. ***Retention and Disposal Standards:*** Files are retained for 10 years after feed registration is cancelled or discontinued. ***TBS Registration:*** 001876 ***Bank Number:*** AGR PPU 111

Herd Test Reports on Bovine Tuberculosis

Description: Information contained in the bank includes the number of animals tested, the number of animals suspected of or suffering from tuberculosis, the location where the infected animals were slaughtered, the amount of compensation paid and a certificate declaring premises free of disease. This information bank records test results on all herds tested for bovine tuberculosis. ***Class of Individuals:*** Livestock owners of animals suspected of or suffering from tuberculosis. ***Purpose:*** The purpose of this information bank is to support the eradication of bovine tuberculosis. ***Consistent Uses:*** Primary use of this bank is to monitor tuberculosis in Canada and to calculate the payment of compensation for animals slaughtered under the Animal Disease and Protection Act. ***Retention and Disposal Standards:*** Information is maintained in this bank for a period of 20 years after the date of the test. ***TBS Registration:*** 000875 ***Bank Number:*** AGR PPU 030

Herd Test Reports on Brucellosis

Description: Information contained in the bank includes reports on herd owners, the number of animals tested, the number of animals suspected of, or suffering from, brucellosis, the location where the infected animals were slaughtered, the amount of compensation paid and the certificate declaring premises free of disease. ***Class of Individuals:*** Livestock owners of animals suspected of or suffering from brucellosis. ***Purpose:*** The purpose of this information bank is to aid in the eradication of brucellosis. ***Consistent Uses:*** The information is used to evaluate the program and to calculate the payment of compensation for animals slaughtered under the Animal Disease and Protection Act. ***Retention and Disposal Standards:*** Information is maintained in this bank for a period of twenty years following the testing of an individual's cattle. ***TBS Registration:*** 000877 ***Bank Number:*** AGR PPU 040

Herd Test Reports on Johne's Disease (Paratuberculosis)

Description: Information contained in the bank includes the number of animals tested and the number of animals suspected of or suffering from Johne's disease. ***Class of Individuals:*** Livestock owners of animals suspected of or suffering from Johne's disease. ***Purpose:*** The purpose of this information bank is to support the control of Johne's disease in accordance with the Animal Disease and Protection Act. ***Consistent Uses:*** Primary use of this bank is to monitor Johne's disease in Canada. ***Retention and Disposal Standards:*** Information is maintained in this bank for a period of 10 years following the testing of an individual's cattle, sheep or goats. ***TBS Registration:*** 000878 ***Bank Number:*** AGR PPU 045

Herd Test Reports on Leukosis for CHAH Program

Description: The information in this bank includes reports on herd owners, the number of animals tested and the number of animals suspected of being infected with enzootic bovine leukosis (EBL) virus. This bank records all official test results on all herds enrolled in the Canada Health Accredited Herd (CHAH) plan for EBL. Information in the bank also includes the identity of the animals in the herd. ***Class of Individuals:*** Livestock owners who wish to enrol their herd in the voluntary CHAH plan for enzootic bovine leukosis. ***Purpose:*** The purpose of this information bank is to support a voluntary herd accreditation program for enzootic bovine leukosis in Canadian cattle herds. The herd accreditation program (CHAH) enables owners to detect EBL and to control the infection within their herd and facilitates domestic and international trade. ***Retention and Disposal Standards:*** Information is maintained for a period of 10 years following the testing of an individual's cattle. ***TBS Registration:*** 002378 ***Bank Number:*** AGR PPU 046

Import Control Information Bank

Description: This bank contains information on plants and plant materials, such as species imported, origin, intended use, names of importers, and notices of refused entry. ***Class of Individuals:*** Persons wishing to import plants or plant materials. ***Purpose:*** To issue permits for import of plants or plant materials, to control entry and to enable the Plant Health Division to correspond with export and/or import permit holders on regulatory subject matters. ***Consistent Uses:*** To issue import permits, to compile plant-origin-destination profiles and to enable the Plant Health Division to contact permit holders for regulatory enforcement purposes. ***Retention and Disposal Standards:*** These files are retained for 10 years. ***TBS Registration:*** 000892 ***Bank Number:*** AGR PPU 115

Inspection and Registration - Processed Dairy Products

Description: This bank contains information on the condition of dairy premises, product quality, volumes and countries of origin of imported products. ***Class of Individuals:*** Dairy processors. ***Purpose:*** The purpose of this bank is to support the enforcement of the regulation of dairy products under the mandate of the Canada Agricultural Products Act and Regulations. ***Consistent Uses:*** The information is used in regulating the manufacturing, importation, exportation and marketing of dairy products and in the formulation of government policy. ***Retention and Disposal Standards:*** Records are retained for three years. ***TBS Registration:*** 000886 ***Bank Number:*** AGR PPU 085

Inspection and Registration - Processed Products

Description: This bank contains documentation on safety, grading, packaging, and labelling of products as well as correspondence and information on food processors, packers, importers, wholesalers and producers (honey and maple). ***Class of Individuals:*** Processors, packers, importers, wholesalers and producers (honey and maple) of processed products. ***Purpose:*** The purpose of this bank is to aid enforcement of the Canada Agricultural Products Act and Regulations relating to the quality and safety of processed products, including honey and maple products. ***Consistent Uses:*** The information is used to assist in the maintenance of national quality standards and to assess compliance with regulatory requirements. ***Retention and Disposal Standards:*** Records are retained for five to ten years. ***TBS Registration:*** 000888 ***Bank Number:*** AGR PPU 095

Inspector/Grader Certificate & Application

Description: Information required for all inspectors in FP&I Branch to permit them to inspect under the various acts. ***Class of Individuals:*** Inspectors. ***Purpose:*** To permit inspectors to inspect agricultural commodities. ***Consistent Uses:*** Once the application form has been completed and approved, a card is presented to the individual so that he/she then becomes a registered establishment inspector. ***Retention and Disposal Standards:*** Application for certificates are kept until date of expiry. ***TBS Registration:*** 002696 ***Bank Number:*** AGR PPU 097

Investigations: Violations of Acts and Regulations - FPI

Description: The information contained in this bank consists of narrative reports which describe the action taken in a particular investigation. Coverage consists of persons and/or companies suspected of violating acts and regulations administered by the Food Production and Inspection Branch (FPI). ***Class of Individuals:*** The general public. ***Purpose:*** The purpose of this bank is to maintain records to assist in the enforcement of the acts and regulations administered by FPI. Narrative reports are collected under the authority of the Department of Agriculture Act. Social insurance numbers are collected on narrative reports under the authority of the Department of Agriculture Act. The social insurance number is required to properly identify individuals suspected of violating the Act. ***Consistent Uses:*** The information is used primarily to investigate alleged and known violations of acts and regulations administered by FPI. ***Retention and Disposal Standards:*** Records are destroyed five years after investigation is concluded. ***TBS Registration:*** 001875 ***Bank Number:*** AGR PPU 096

Licensing Agents and Inspection - Fresh Fruits and Vegetables

Description: This bank includes documentation on product grading, labelling and packaging as well as information on dealers and brokers. ***Class of Individuals:*** Dealers and brokers. ***Purpose:*** The purpose of this bank is to aid enforcement of the Canada Agricultural Products Act and Regulations relating to product quality and marketing of fresh fruits and vegetables. ***Consistent Uses:*** The information is used to assist in the maintenance of national quality standards and to assess compliance with regulatory requirements. ***Retention and Disposal Standards:*** Files are retained for twenty years. ***TBS Registration:*** 000887 ***Bank Number:*** AGR PPU 090

Licensing of Swine Producers Feeding Garbage

Description: Information contained in the bank includes copies of permits issued to individuals showing name, address, location and number of swine on premises, building structure and size, number of swine arriving at the premises, number of swine leaving and the location where they were slaughtered. Files contain applications for all garbage feeders operating in Canada. ***Class of Individuals:*** All garbage feeders who have operated or are operating in Canada. ***Purpose:*** The purpose of this information bank is to support the prevention of the introduction of disease through the feeding of garbage to swine in accordance with the Animal Disease and Protection Act. ***Consistent Uses:*** The primary use of this bank is to monitor garbage feeding of swine and to license premises in Canada. ***Retention and Disposal Standards:*** Information is maintained in this bank for five years. ***TBS Registration:*** 000881 ***Bank Number:*** AGR PPU 060

Livestock Transportation

Description: Information contained in the bank includes records of livestock transported from western to eastern Canada by rail, and to a lesser degree by truck, and indicates both the consignor and consignee of the shipment, the numbers and types of animals involved and their condition at various points throughout the journey. ***Class of Individuals:*** Consignor, consignee and transporter. ***Purpose:*** The purpose of this information bank is to support the improvement of the conditions under which animals are transported. ***Consistent Uses:*** The use of this bank is to monitor the transportation of animals and particularly livestock in Canada, to identify problems, and to permit corrective action to be taken under the authority of the Animal Disease and Protection Act and Regulations. ***Retention and Disposal Standards:*** Information is maintained in this bank for a period of two to 20 years following the shipment. ***TBS Registration:*** 000870 ***Bank Number:*** AGR PPU 005

National Pesticides Communications Service

Description: The National Pesticides Communications Service gathers personal data from clients only when publications will be sent to them. The only information requested are the names, the addresses, and postal codes. Only a portion of our clients leave their names, and number as it is not a pre-requisite for the exchange of information. ***Class of Individuals:*** Individuals, commercial users, special interest groups, affiliates and related professionals. ***Purpose:*** To send publications to clients upon request. ***Consistent Uses:*** Same as in "Purpose". ***Retention and Disposal Standards:*** These forms are kept for one year on a monthly basis, then destroyed in the following January. ***TBS Registration:*** 002928 ***Bank Number:*** AGR PPU 013

Poultry Industry Production and Marketing

Description: This bank contains information on volume, price, market demand and sources of various poultry products and other information on production, processing and supply/demand situations. ***Class of Individuals:*** Wholesale, supermarkets and food service establishments and others involved in marketing and production of poultry and poultry products. ***Purpose:*** The information is used for the review and formulation of policies, programs and strategies aligned with the market segments which will contribute most to the long-term viability of the poultry industry. ***Consistent Uses:*** The information held in this bank is also used to develop a profile of the Provincial Poultry Production sector; to develop a profile of poultry processing in the province; and to develop a profile of the marketing of poultry products in the provinces. These profiles will provide critical information relating to the development of appropriate commodity-based strategies to producers, producer organizations and processors, and government. ***Retention and Disposal Standards:*** Information is held for three years from the date information is collected. ***TBS Registration:*** 001838 ***Bank Number:*** AGR PPU 081

Salmonella and Food-Borne Disease

Description: Information contained in the bank relates to the identity and location of individuals/organizations of interest to officers of the Salmonella and Food-Borne Disease program. It includes their areas of expertise and special interest, membership/position in professional, scientific or industrial organizations or groups, participation in the branch program, and allocation to specific program mailing lists. ***Class of Individuals:*** Information relates to individuals who work in or have interests in salmonella or other food-borne disease problems. ***Purpose:*** The purpose of this information is to enable the branch program officers to identify and to contact the various individuals with interests in salmonella and other food-borne disease problems. It also enables grouping of individuals with similar areas of sub-interest or responsibility and allows modified mailing lists. ***Retention and Disposal Standards:*** Records are held for 20 years. ***TBS Registration:*** 001710 ***Bank Number:*** AGR PPU 006

Seed Potato Crop Certification

Description: This bank contains information on the acreage of potatoes planted as well as the variety, source of the seed and handling procedures, the applicant's name, crop and year. ***Class of Individuals:*** Seed potato growers. ***Purpose:*** The purpose of this bank is to maintain a record of any person wishing to produce seed potatoes in Canada. ***Consistent Uses:*** The information is used to make a preliminary determination as to the acceptability of the applicant for crop inspection. ***Retention and Disposal Standards:*** These files are retained for five years. ***TBS Registration:*** 000891 ***Bank Number:*** AGR PPU 110

Seed Quality

Description: This bank contains information on purity, labelling, advertising of seeds, registration of crop varieties and production data. Individuals involved in the production, importation and marketing of seed are identified by name and address. ***Class of Individuals:*** Seed producers and growers. ***Purpose:*** The purpose of this bank is to monitor and to enforce compliance with the Seeds Act and Regulations respecting quality, labelling and advertising of seeds. ***Consistent Uses:*** To ensure that seed producers and growers are operating in compliance with the Act and Regulations. ***Retention and Disposal Standards:*** Files are retained for 20 years. ***TBS Registration:*** 000889 ***Bank Number:*** AGR PPU 100

Survey of Seed Vendors

Description: The bank contains a list of all known vendors of seed in Canada, and the kinds (species) and volume of seed that they sell. ***Class of Individuals:*** Approximately 2,000 seed wholesalers and retailers across Canada (some companies, some individuals). ***Purpose:*** The information enables the Department to design a statistical sampling plan for more effective monitoring of seed sales under the provision of the Canada Seeds Act and Regulations. ***Consistent Uses:*** Information is used to compile a seed industry directory comprising the names and addresses of seed vendors. This directory is available to the general public. ***Retention and Disposal Standards:*** Data are retained for ten years. ***TBS Registration:*** 001837 ***Bank Number:*** AGR PPU 101

Test Reports for Rabies

Description: Information in this bank relates to the identity and location of individuals or organizations whose animals are suspected of being infected with rabies. The information includes the number and identity of animals quarantined, the amount of compensation paid and a certificate declaring the premises in question free of disease. ***Class of Individuals:*** Livestock, pet and zoo owners. ***Purpose:*** The data are collected for the purpose of disease control statistics, the prediction of disease, and for quarantine and compensation. ***Consistent Uses:*** The information is used to control the disease and predict outbreaks of rabies, make payments of compensation and to decide on treatment in the case of human contacts. ***Retention and Disposal Standards:*** Records are kept for a two-year period. ***TBS Registration:*** 002377 ***Bank Number:*** AGR PPU 051

Veterinary Certification/Investigation

Description: This bank contains reports and memos prepared by the regional director, reports by the regional veterinarian supervisor, reports generated by district veterinarians, training records, files on accredited veterinarians and investigative reports. ***Class of Individuals:*** Veterinarians. ***Purpose:*** The purpose of this information bank is to document allegations of non-compliance with proper procedures for certifying livestock by accredited veterinarians for export purposes under the authority of the Animal Disease and Protection Act and Regulations. ***Consistent Uses:*** The information will be used to conduct investigations on the ethics of professional veterinarians and to ensure compliance with procedures so as to ensure the international credibility of Canadian export certification. ***Retention and Disposal Standards:*** Records are held for five years. ***TBS Registration:*** 001713 ***Bank Number:*** AGR PPU 026

■ Grain and Oilseeds Branch

Canadian Crop Drought Assistance Program

Description: This bank contains records of applications for drought assistance under the Canadian Crop Drought Assistance Program for the 1988 crop year. This information includes producer names, addresses and land locations, Canadian Wheat Board numbers, irrigation licence numbers, and Irrigation District/Prairie Farm Rehabilitation project name. ***Class of Individuals:*** Producers of all cultivated crops in areas determined by the Program to have significantly reduced yields as a result of the 1988 drought in Alberta, Saskatchewan, Manitoba and Ontario. ***Purpose:*** The information in this bank was compiled in order to facilitate the implementation of the program. It is used to determine the eligibility of producers for assistance and the level of assistance that they will receive under the program formula. It is also used to issue payments. ***Consistent Uses:*** (1) Information is used to determine the eligibility and the level of assistance to producers under the program formula, and to issue payments. (2) Data matching is done under Section 155 of the Financial Administration Act. The Minister may authorize retention of funds for indebtedness to recover funds owing under the following: the Advance Payments for Crops Act, the Farm Improvement Loans Act, the Agricultural Stabilization Act, and the Special Canadian Grains Act. The potential for this disclosure was outlined in both the Program Terms and Conditions and the Claim Forms. (3) Information may be used to garnish payments received by individuals under several Agriculture Canada programs. This activity would be made under the Family Orders and Enforcement Assistance Act. (4) The information will be used by the provinces to collect accounts receivable owing to the federal government from several federal agricultural programs under the Farm Income Assistance Initiative. ***Retention and Disposal Standards:*** Records are retained for six years after the date of application. ***TBS Registration:*** 002584 ***Bank Number:*** AGR PPU 182

Net Income Stabilization Account

Description: NISA is a voluntary stabilization program in which individual producers make deposits to an individual account and contributions are matched by the federal and provincial governments. The producer is entitled to make account withdrawals when his net income is low. ***Class of Individuals:*** Eligible Canadian producers. ***Purpose:*** This information is collected on an annual basis to support producer and government contributions to individual NISA accounts. Portions of this account may be held with private financial institutions such as banks. ***Consistent Uses:*** (1) In order to ensure that information submitted is consistent with information provided to Revenue Canada for income tax purposes, a link with the Social Insurance Number (SIN) or the Corporate Tax Number will be required. (2) Data obtained may be used for further verification or for program evaluation purposes.
(3) Approval on the use of the SIN will be covered under the enabling Safety Net Legislation. (4) Data consisting of producers' NISA bank deposits, for example, will be exchanged with institutions with the producer's consent.
(5) Names and addresses of producers may be used for distribution of material on new agricultural programs.
(6) Information may be used to garnish payments received by individuals under several Agriculture Canada programs. This activity would be made under the Family Orders and Enforcement Assistance Act. ***Retention and Disposal Standards:*** The retention and disposal schedules are currently under review. ***TBS Registration:*** 002929 ***Bank Number:*** AGR PPU 183

Special Canadian Grains Program

Description: This bank contains records of applications for income assistance (1986 and 1987) as a result of international trade subsidy wars. This information includes producer names, addresses and land locations, types of crops, number of acres planted and, where applicable, crop insurance numbers, Canadian Wheat Board numbers, irrigation licence numbers and Irrigation District/Prairie Farm Rehabilitation project names. ***Class of Individuals:*** Producers of grains, oilseeds and specialty crops affected by the international subsidy war. ***Purpose:*** This information was collected in order to implement the program. It is used to determine the eligibility of producers for assistance and the level of assistance they will receive under the program formula. It is also used to issue payments. ***Consistent Uses:*** The information will be used by the provinces to collect accounts receivable owing to the federal government from several federal agricultural programs under the Farm Income Assistance Initiative. The information will be used to mail information about new agricultural programs. ***Retention and Disposal Standards:*** Records are retained for six years. ***TBS Registration:*** 002375 ***Bank Number:*** AGR PPU 181

Western Grain Stabilization Program

Description: This bank is used to administer stabilization payments to grain producers. It contains the grain receipts and levy payments of holders of permits issued by the Canadian Wheat Board in Manitoba, Saskatchewan, Alberta and British Columbia. ***Class of Individuals:*** Grain producers in Manitoba, Saskatchewan, Alberta and British

Columbia. *Purpose:* Files in this bank are used to calculate and issue stabilization payments to participating grain producers. *Consistent Uses:* Disclosure: (1) On an individual request basis, account information is supplied to Revenue Canada to assist in its investigations. (2) The four western provincial crown corporations (Manitoba Crop Insurance Corporation, Saskatchewan Crop Insurance Corporation and the Farm Income and Crop Insurance Branch of the British Columbia Ministry of Agriculture and Food request use of our data bank. Information is provided concerning specific producers' sales by grain type and tonnes (not sales value) and generally extends over a number of crop years. The requests are ongoing and average perhaps one per week involving perhaps a dozen producers at most. In addition, we also provide computer tape files of our participants identified by permit number only while quoting the outstanding levy to be deducted from these accounts. This information is used in conducting audits of crop insurance claims and in pursuing fraudulent claims through the courts. The computer tape files are used for matching participant to claimant in order to determine the amount of levy to be deducted from the claimant's indemnity payment (the provincial corporations are registered as designated purchasers under the WGS Act). (3) Western Grain Transportation Agency: Grain sales information specific to producers in a specific area covering a ten year period is provided. This is an annual request. This information is used to establish compensatory amounts for the additional cost of transporting grain by truck as a result of rail line abandonment and the closure of grain elevators contiguous to it. As additional rail lines become eligible each year for removal from the network, more producers are affected by elevator closures. (4) Canada Grains Council: Historical data which are non-specific as to producer. The data are statistical in nature and used by the council for various analyses and studies. This was an annual request at one time but we have not received a request for the past two years. (5) Auditor General: Complete copies of our master file of name and addresses as well as our payout file. The information is requested annually. The information is used to verify the propriety and accuracy of stabilization payments. (6) RCMP: Detailed information specific to individuals is provided which would include name and address as well as grain sales for one or more years. The information is requested on an as needed basis (very infrequently). This information is issued to conduct criminal investigations. (7) Statistics Canada: Statistical information is provided on an ad hoc basis. Requests are very infrequent. The information is not producer specific and is used to conduct various analyses and studies. (8) Canadian Wheat Board (CWB) Payouts: Producer permit numbers, participant status and the amount of levy yet to be deducted is provided to the CWB once or twice a year. Conversely, each week the CWB furnishes WGSA with a computer tape of name and address changes and new permit number issues. The information enables the CWB to match participant files to their payment files in order to deduct the WGS levy from interim, adjustment and final payments. Information on the payout and the levy by producer is returned for processing to the WGS accounts. The CWB also forwards information weekly providing information about new permit book numbers and name and address which is used to update the WGS data base prior to levy refunds or stabilization payouts. (9) Revenue Canada: Statutory set-offs are received and recorded to intercept amounts owing to the Crown. Levy refunds and stabilization payments are matched to the file of set-offs and may confirmed amounts are diverted to Revenue Canada. (10) Family Orders and Agreements Enforcement Assistance Act: Monthly a computer tape file is received from Justice Canada to perform a name and address match against the WGSA master file. The matching is carried out to identify payees against whom there is an outstanding summons. WGSA payments are intercepted and set aside for instructions from Justice as to the amount to be diverted. Part of the matching process requires us to make positive identification by reference to the CWB where the producer's SIN is recorded (on his permit book application). (11) The information will also be used by the provinces to collect accounts receivable owing to the federal government from several federal agricultural programs under the Farm Income Assistance Initiative. *Retention and Disposal Standards:* Records are held for 20 years. *TBS Registration:* 001715 *Bank Number:* AGR PPU 180

■ Research Branch

Inventory of Canadian Agri-Food Research

Description: This bank contains information on agricultural and food research projects under way in Canada. This includes research by federal and provincial governments, colleges, universities, corporations and private organizations. *Class of Individuals:* All persons conducting agricultural and food research. *Purpose:* To provide a current and retrospective inventory on research in agriculture and food and to produce a summary publication of person-year effort in agricultural research. *Consistent Uses:* The inventory is used to manage and allocate resources and to answer queries on agricultural research. *Retention and Disposal Standards:* These files are retained indefinitely. *TBS Registration:* 000895 *Bank Number:* AGR PPU 130

Operating Grants Program Applications

Description: This bank contains records of applications by individuals for operating grants and progress reports on successful applicants. Information includes personal characteristics, education and experience of applicants and graduate students, and descriptions of research and progress. Note: This Program has been discontinued. Since the last grants were awarded in 1990, some records are still being retained until the grant is completely spent. *Class of Individuals:* University professors, graduate students. *Purpose:* Information is used to assess the eligibility and experience of the researchers applying, and the merit and significance of the proposed projects as compared to the Department's research priorities. *Consistent Uses:* Information is used to choose those proposed projects to be supported with an operating grant. *Retention and Disposal Standards:* Records on projects supported are retained for two years after completion. Records on projects rejected are retained for two years. ***TBS Registration:*** 002289 ***Bank Number:*** AGR PPU 136

Pest Management Research Information System

Description: Information in this bank includes a glossary of pest control agents, experimental pest control agents, inventory of pesticide researchers, results of studies, beneficial insect liberations and pesticide residues. ***Class of Individuals:*** Pest management researchers; both private and public who currently undertake research on pest control agents. ***Purpose:*** To maintain information on current pest management research projects under way in Canada. ***Consistent Uses:*** To facilitate the dissemination of information among researchers studying pest control measures. ***Retention and Disposal Standards:*** These files are retained for five years. ***TBS Registration:*** 000896 ***Bank Number:*** AGR PPU 135

Visiting Fellowship Applications and Records

Description: This bank contains records of applications by individuals for research fellowships. It includes information on personal characteristics, education and experience. Note: Since the National Sciences and Engineering Research Council administers this program on behalf of the Department, information is collected and distributed by the Council's staff. ***Class of Individuals:*** Post-graduate students and recent PhD graduates. ***Purpose:*** Information is used to assess the applicant's education and other qualifications against the Department's identified fellowship needs and to rank similarly qualified candidates. ***Consistent Uses:*** Information is used to select the best qualified person for a research fellowship in order to fill each identified need throughout the Department of Agriculture. ***Retention and Disposal Standards:*** Unsuccessful files are retained for two years. Successful files are retained for five years. ***TBS Registration:*** 002288 ***Bank Number:*** AGR PPU 137

■ Policy Branch

Advance Payments for Crops

Description: This bank contains information on applicants under the Advance Payment for Crops Act. This information includes bank reports, credit checks, producers' names and addresses, the amount of payment, the repayment schedule, judgements against defaulters, action taken by producer groups to obtain payment. ***Class of Individuals:*** Individual farm-product producers. ***Purpose:*** To ensure repayment of advances to producer groups who distribute funds to individual producers under the Advance Payment for Crops Act. ***Consistent Uses:*** (1) Information is used to ensure adherence to the terms and conditions of the Act and to take the necessary actions to ensure collection from defaulters (including sharing contents of files with private collection agencies, hired by Agriculture Canada, under the Government's master standing offer. The collection agencies work as agents for Agriculture Canada). (2) Information may also be used to garnish payments received by individuals under several Agriculture Canada programs. This activity would be made under the Family Orders and Enforcement Assistance Act. (3) The information will also be used by the provinces to collect accounts receivable owing to the federal government from several federal agricultural programs under the Farm Income Assistance Initiative. ***Retention and Disposal Standards:*** These files are retained for six years after the payment of the loan. ***TBS Registration:*** 000897 ***Bank Number:*** AGR PPU 140

Agricultural Products Board

Description: This bank contains vendor identification and location, production statistics, payment details, volume sold and purchased and documentation supporting volumes. It also contains purchase and sale agreements, correspondence and reports. ***Class of Individuals:*** Producers, companies or agencies who meet the eligibility criteria for assistance. ***Purpose:*** Information in this bank is used to administer purchase and sale programs under the Agricultural Products Board Act. ***Consistent Uses:*** Information is also used to record purchase and sale transactions. Information may also be used to garnish payments received by individuals under several Agriculture Canada programs. This activity would be made under the Family Orders and Enforcement Assistance Act. ***Retention and Disposal Standards:*** Records are retained for 10 years and are then transferred to the National Archives of Canada. ***TBS Registration:*** 002376 ***Bank Number:*** AGR PPU 191

ASB Producer Files

Description: This bank contains producer identification, land location, production statistics, production claimed for subsidies, payments made to producers, and documents supporting production and sales. It may also contain additional information on producer eligibility for subsidies such as documents of incorporation, partnership and statutory corporate returns. ***Class of Individuals:*** Producers in all provinces who apply for programs. ***Purpose:*** The purpose of this bank is to administer deficiency payments to producers under the Agricultural Stabilization Act. ***Consistent Uses:*** To record payments made to producers and for audit and census purposes. Information will be released to provincial agricultural departments/agencies to issue provincial program payments to producers. The information will be used to mail information about new agricultural programs. Information may also be used to garnish payments received by individuals under several Agriculture Canada programs. This activity would be made under the Family Orders and Enforcement Assistance Act. ***Retention and Disposal Standards:*** These files are retained for six years. ***TBS Registration:*** 000906 ***Bank Number:*** AGR PPU 190

Farm Improvement and Marketing Co-operatives Loans Information

Description: This bank contains names and addresses of borrowers, the purposes and amounts of loans, and other financial details when a claim for loss is submitted. ***Class of Individuals:*** Farmers. ***Purpose:*** To facilitate the availability of intermediate and short-term credit to farmers for the improvement or development of farms. ***Consistent Uses:*** To ensure the validity of loss claims. Information may also be used to garnish payments received by individuals under several Agriculture Canada programs. This activity would be made under the Family Orders and

Enforcement Assistance Act. The information will also be used by the provinces to collect accounts receivable owing to the federal government from several federal agricultural programs under the Farm Income Assistance Initiative. ***Retention and Disposal Standards:*** Records are retained for six years. ***TBS Registration:*** 000902 ***Bank Number:*** AGR PPU 165

The Small Farm Development Program on Farm Demonstration Contribution Files

Description: The bank contains applicants' names and addresses, particulars about proposed demonstrations, their final results, and amount of contributions approved for payment. ***Class of Individuals:*** Operators of small farms. ***Purpose:*** The purposes of this bank are to record applications for contributions and to maintain a running account of expenditures made under this part of the program. ***Consistent Uses:*** The bank is used to record contributions to farm operators who allow demonstrations of sound agricultural practices to be carried out on their premises. ***Retention and Disposal Standards:*** Files are retained for 10 years. ***TBS Registration:*** 000904 ***Bank Number:*** AGR PPU 175

■ Agri-Food Development Branch

Agreements on Soil Conservation

Description: This bank contains information on clients' names, addresses, description of projects and level of assistance requested from Agriculture Canada. Some files may contain farm data on the number of hectares in production, type of crops and manure handling facilities. The goals of these agreements are to define and implement the activities, programs, coordination processes, and levels of human, technical, and financial resource commitments by the federal and provincial governments to soil conservation. The overall purpose of these activities is the development and adoption of the most appropriate technology in soil resource management and use that is within practical economic limits and is compatible with the soil's capability, in order to sustain the long term productivity of the land. ***Class of Individuals:*** Farmers, farm organizations, consultant firms and research institutions. ***Purpose:*** This information bank is used to determine the eligibility of the applicants, to establish the level of assistance, to carry out the objectives of the federal/provincial agreements on soil conservation under the National Soil Conservation Program in the following provinces: Newfoundland, Price Edward Island, Nova Scotia, New Brunswick, Québec, Ontario and British Columbia, and to make payments to farmers, farm organizations, consultant firms and research institutions. ***Consistent Uses:*** This bank is used to record payments received by farmers, farm organizations, consultant firms and research institutions. Information may also be used to garnish payments received by individuals under several Agriculture Canada programs. This activity would be made under the Family Orders and Enforcement Assistance Act. ***Retention and Disposal Standards:*** Files are retained for 3-6 years. ***TBS Registration:*** 002933 ***Bank Number:*** AGR PPU 246

Agri-Food Development Agreements (ERDA)

Description: This bank contains information on clients' application forms including gross costs of development projects and amount of Agriculture Canada assistance. Some files may contain farm data on amount of livestock, acres of crops and investment in facilities. ***Class of Individuals:*** Farmers, agri-business firms, universities, research foundations and farm organizations. ***Purpose:*** The agreements encourage regional development based on the agricultural and food production potential in both Nova Scotia (1988-93) and Newfoundland (1988-93). (Agreements with the following provinces have expired but files will be retained for the next 4-6 years: British Columbia, Saskatchewan, Manitoba, Québec, New Brunswick and Prince Edward Island.) Goals include resource conservation, improving sectoral productivity, exploiting export opportunities and encouraging development of secondary industries. This information is shared with the provincial departments of agriculture as they are a party to the agreement and to ensure that there is no overlap in funding. ***Consistent Uses:*** This bank is also used to record payments made to individuals, corporations, agencies, associations and marketing boards and to record contribution payments to eligible producers. Information may also be used to garnish payments received by individuals under several Agriculture Canada programs. This activity would be made under the Family Orders and Enforcement Assistance Act. ***Retention and Disposal Standards:*** The information in this bank is retained for 4-6 years. They are then destroyed. ***TBS Registration:*** 002028 ***Bank Number:*** AGR PPU 245

Agri-Food Testing Land Experimentation

Description: This bank contains information on applicants' organizational structure, size of farm, projects description and amount of contribution requested from Agriculture Canada. ***Class of Individuals:*** Organizations, individuals or firms associated with agricultural production or the food or beverage industries, research and specialized educational institutions. ***Purpose:*** The information is used to determine the eligibility of applicants, the level of financial assistance and to carry out the program's objectives of agri-food development. ***Consistent Uses:*** The bank is used to record payments to Québec farmers. Information may also be used to assess applicants' financial and managerial capabilities and to assess projected economic benefits to be derived from undertaking specific projects. Information may also be used to garnish payments received by individuals under several Agriculture Canada programs. This activity would be done under the Family Orders and Enforcement Assistance Act. ***Retention and Disposal Standards:*** The files are retained for a minimum of three years. ***TBS Registration:*** 002930 ***Bank Number:*** AGR PPU 186

Agricultural Apprenticeship Program

Description: This bank contains information on applicants' apprenticeship projects such as areas of interest, reason for training sessions, experience/knowledge to be gained, name of host farm where training is to take place and the level of assistance requested from Agriculture Canada. ***Class of Individuals:*** Beginning young farmers or aspiring agricultural producers. ***Purpose:*** The information is used to determine the eligibility of the applicants, to establish the level of financial assistance, and to carry out the objective of the program which is to stimulate the human resource development. ***Consistent Uses:*** The bank is used to record payments to Québec producers. Information is also used to assess applicants' managerial capabilities. Information is also used to garnish payments received by individuals under several Agriculture Canada programs. This activity would be done under the Family Orders and Enforcement Assistance Act. ***Retention and Disposal Standards:*** Files are stored for a minimum of three years. ***TBS Registration:*** 002931 ***Bank Number:*** AGR PPU 188

Agricultural Network Program

Description: This bank contains information on the applicants' enterprises, number of livestock and acres in production, main production and the enterprises' capacity to meet the requirements set by the call for tender. ***Class of Individuals:*** Agricultural producers. ***Purpose:*** The information is used to determine the applicants' eligibility and to carry out the program's objective which is to accelerate the transfer of technology to the farm. ***Consistent Uses:*** The bank is used to record payments to Québec producers. Information may also be used to assess the applicants' managerial capability. Information may be used to garnish payments received by individuals under several Agriculture Canada programs. This activity would be done under the Family Orders and Enforcement Assistance Act. ***Retention and Disposal Standards:*** The files are stored for a minimum of three years. ***TBS Registration:*** 002938 ***Bank Number:*** AGR PPU 251

Agriculture Labour Replacement Program

Description: This bank contains information on applicants' need for labour replacement in order that their aspiring or beginning farmers be able to attend a collegial course on farm business management. It also contains information on the level of assistance requested from Agriculture Canada. ***Class of Individuals:*** Agricultural producers. ***Purpose:*** The purpose of the information is to determine the eligibility of the applicants, to establish the level of assistance and to carry out the objective of the program which is to improve the management skills of the young and beginning farmers. ***Consistent Uses:*** The bank is used to record payments to Québec producers. Information may also be used to assess the applicants' managerial capability. Information may be used to garnish payments received by individuals under several Agriculture Canada programs. This activity would be made under the Family Orders and Enforcement Assistance Act. ***Retention and Disposal Standards:*** The files are stored for a minimum of three years. ***TBS Registration:*** 002937 ***Bank Number:*** AGR PPU 327

Alternate Enterprise Initiative (AEI)

Description: This bank contains information on clients' names, addresses and project description which focus on the development of new crops, production technology, financial plans, and marketing and processing opportunities for alternate crops in Ontario and Québec. ***Class of Individuals:*** Tobacco growers, cooperatives and research establishments who are applying for assistance. ***Purpose:*** The information bank is used to determine eligibility, and establish priorities and level of funding assistance under the Tobacco Diversification Plan's Alternate Enterprise Initiative. ***Consistent Uses:*** This bank is used to record payments to project sponsors and for evaluation purposes. ***Retention and Disposal Standards:*** Files are retained for six years. ***TBS Registration:*** 002035 ***Bank Number:*** AGR PPU 280

Animal Pedigree Act

Description: This bank contains information on the breed associations and clients' correspondence pertaining to the Animal Pedigree Act (APA) such as breeders' names and addresses, telephone numbers, etc. ***Class of Individuals:*** Animal breeders. ***Purpose:*** This bank is used to monitor the breed associations and to store information on inquiries into the APA and the specific breed associations. ***Consistent Uses:*** This bank is used to ensure that the breed associations are operating in compliance with the APA. ***Retention and Disposal Standards:*** Files are retained for 10 years. ***TBS Registration:*** 002939 ***Bank Number:*** AGR PPU 252

Atlantic Livestock Feed Initiatives (ALFI)

Description: This bank contains information on clients' application forms including gross costs of projects and the amount of Agriculture Canada assistance. Some files may contain farm data on acres of crops and investment in facilities. ALFI is designed to develop a competitive and expanded livestock sector that is economically viable over the long term. ***Class of Individuals:*** Farmers, agri-business, universities, research institutions and farm organizations. ***Purpose:*** This information bank is used to make payments under the federal/provincial Livestock Feed Development Agreements with the Atlantic provinces to individuals, corporations, agencies, associations and marketing boards. ***Consistent Uses:*** The bank is also used to record payments to individuals, corporations, agencies, associations and marketing boards. Information may also be used to garnish payments received by individuals under several Agriculture Canada programs. This activity would be made under the Family Orders and Enforcement Assistance Act. ***Retention and Disposal Standards:*** Files are retained for 6-7 years and then destroyed. ***TBS Registration:*** 002042 ***Bank Number:*** AGR PPU 315

Canada/Alberta Agreement on Soil, Water and Cropping Research and Technology Transfer

Description: This bank contains information on clients' names, addresses, descriptions of projects, and federal, provincial and applicant contributions to approved projects. ***Class of Individuals:*** Agricultural producers, farm organizations, universities, colleges, research stations (agricultural). ***Purpose:*** This bank is used to assess and monitor projects submitted for support. ***Consistent Uses:*** This bank is used to monitor projects which have been approved for support including funding allocated through the Agreement. The bank is also used to compile information on the program in general for utilization in the preparation of reports. ***Retention and Disposal***

Standards: Files are retained for 6 years. ***TBS Registration:*** 002934 ***Bank Number:*** AGR PPU 247

Canadian Agri-Food Market Development Initiative

Description: This bank contains information on clients' names, addresses, organizational structure, financial statements (balance sheet, income and expenses, forecasts) and other costs related to current activities. ***Class of Individuals:*** Agri-food entities such as corporations, co-operatives, partnerships, sole proprietorships, universities and other similar types of organizations. ***Purpose:*** This bank is used by departmental/branch managers to make informed/consistent decisions regarding the allocation of program dollars. ***Consistent Uses:*** This bank is also used to assess applicants' financial and managerial capabilities and to assess projected economic benefits to be derived from undertaking specific projects. Other files related to this program are also included in this bank, i.e. Crop Development Fund, Production Development Assistance Initiative, Canadian Agricultural Market Development Initiative, Fairs and Exhibitions Program and 4-H. ***Retention and Disposal Standards:*** Files are stored for a minimum of three years. ***TBS Registration:*** 002043 ***Bank Number:*** AGR PPU 320

Canadian Establishments Federally Registered under the Canada Agricultural Products Act (Eggs and Poultry) and the Animal Protection Act (Hatchery)

Description: This bank contains information prepared by establishment operators on their weekly activity i.e. slaughter, gradings, production, movements, set, hatch and disposition. ***Class of Individuals:*** Egg grading stations, processed egg and processing establishments and large hatchery operators. ***Purpose:*** The purpose of the bank is to provide an historical record on Canadian egg grading stations, processed egg production and poultry processing establishments registered under Regulations of the Canada Agricultural Products Act, and hatcheries registered under the Animal Diseases Protection Act. It is also used to accumulate for weekly publication, provincial and Canadian records of egg and poultry activity for use by the Canadian industry. ***Retention and Disposal Standards:*** Information maintained in this bank for a period of four years after the current year or for two years following cancellation of registration. The records are then destroyed. ***TBS Registration:*** 002330 ***Bank Number:*** AGR PPU 161

Canadian Importers and Exporters of Eggs, Processed Eggs, Poultry and Poultry Products

Description: This bank contains documentation prepared by federal inspectors on Canadian egg and poultry imports and exports. ***Class of Individuals:*** Import and export firms. ***Purpose:*** The purpose of this bank is to provide an historical record of egg, processed egg and poultry and poultry products entering and leaving Canada. ***Consistent Uses:*** The primary use of the bank is to accumulate, for weekly publication, a Canadian record of imports and exports of shell eggs, egg products, poultry and poultry products, for use by the Canadian poultry industry. ***Retention and Disposal Standards:*** Records are retained for a period of four years after the current year, then destroyed. ***TBS Registration:*** 002193 ***Bank Number:*** AGR PPU 225

Canadian Registered Storages

Description: This bank contains information prepared by operators of registered cold and dried storages on inventories of frozen and dried processed eggs and frozen poultry and poultry products. ***Class of Individuals:*** Storage operators. ***Purpose:*** The purpose of this bank is to provide an historical record of stocks held in storage on the first day of each month in registered Canadian storages. ***Consistent Uses:*** The primary use of the bank is to accumulate, for monthly publication, a provincial and Canadian record of storage holdings for use by the Canadian egg and poultry industry. ***Retention and Disposal Standards:*** Records are retained for a period of four years after the current year, then destroyed. ***TBS Registration:*** 002194 ***Bank Number:*** AGR PPU 015

Canadian Rural Transition Program

Description: The bank contains information on clients' names, addresses, social insurance numbers, dependants' lists, as well as specific business criteria for making determination on eligibility. The case files are kept secured in Canada Employment Centre offices. ***Class of Individuals:*** Farmers who, for reasons of financial difficulty, have left or are leaving agriculture and are seeking assistance under the CRTP. ***Purpose:*** The application is the basis for determining the eligibility of an applicant to receive assistance under the Program, i.e. the Transition Grant and Supplementary Transition Assistance. Social insurance numbers (SINs) are collected for the CRTP under the authority of the Unemployment Insurance Act and the Unemployment Assistance Act and are also required to determine applicants' eligibility, i.e., whether or not he/she is in receipt of unemployment insurance or social assistance. In addition, the SIN is the basis of identification for payment of eligible applicants by the Department of Supply and Services and is also of use in advising Revenue Canada (Taxation) of any taxable benefits received under CRTP in a given tax year, and receipts are issued accordingly to the client. ***Consistent Uses:*** In cases of acceptance, information rests with Canada Employment Centre offices. In cases of rejection, information is transferred to Ottawa Employment and Immigration - CRTP Office/Agriculture Canada - Agri-Food Development Branch where all rejections are reviewed, and in some instances, decisions to reject are overturned. ***Retention and Disposal Standards:*** All files will be kept for a minimum of two years after the client's farming activities have ceased. Canada Employment Centres will keep all files for the duration of the program (until March 31, 1993) and will then forward them to national headquarters for archival purposes. ***TBS Registration:*** 002044 ***Bank Number:*** AGR PPU 325

Co-operation Agreement on Agriculture (CAA)

Description: This bank contains information on clients' names, addresses, types of farms (livestock, crops, etc.); acres farmed, acres not farmed; gross farm sales by Statistics Canada grouping; program applied to and project description. The program is designed to improve competitiveness, self-reliance and long-term sustainability of farms in the province; identify and develop domestic and export market opportunities; encourage the development of production and processing activities; improve productivity and quality of agri-food products; and increase the contribution of the sector to the economy of Prince Edward Island and New Brunswick. The program focuses on these four sub-programs: market development and trade; innovative technology; business, entrepreneurship and organizational development, and land management and conservation. ***Class of Individuals:*** Any individuals or companies, organized producer groups, corporations or cooperatives, universities, research foundations, farm/producer organizations, and government agencies involved in the agri-food industry in Prince Edward Island and New Brunswick. ***Purpose:*** This information bank is used to make payments under the federal/provincial Co-operation Agreements on Agriculture both in Prince Edward Island (1989-94) and New Brunswick (1989-94) to individuals, corporations, agencies, associations and marketing boards. ***Consistent Uses:*** The bank is used to record payments received by individuals, companies, organized producer groups, partnerships, corporations or cooperatives, and government agencies. Information may also be used to garnish payments received by individuals under several Agriculture Canada programs. This activity would be made under the Family Orders and Enforcement Assistance Act. ***Retention and Disposal Standards:*** Files are retained for six years. ***TBS Registration:*** 002694 ***Bank Number:*** AGR PPU 326

Farm Debt Review Board
Description: The bank contains information on farmers in financial difficulty and on insolvent farmers who have applied for a review under section 16 and section 20 of the Farm Debt Review Act. Specific information includes the applicant's name, address, Social Insurance Number (SIN), principal commodity, creditors, estimated liabilities and list of all assets. The case files are kept secured in the Board's offices. ***Class of Individuals:*** Farmers in financial difficulty and insolvent farmers. ***Purpose:*** The Farm Debt Review Act ensures that farm operators in financial difficulty, or facing a farm foreclosure, have access to an impartial third-party review of individual circumstances and possible financing or re-financing options. In order for the Board to conduct a proper review, accurate financial information is required of the applicant. A voluntary agreement between a farmer and his or her creditor(s) for a mutually satisfactory arrangement is sought. Social insurance numbers are collected on the Farm Financial Statement under the authority of the Farm Debt Review Act to conduct reviews of detailed financial information regarding solvent and insolvent farmers in order to arrive at financial agreements with creditors and to provide assistance in facilitating arrangements with creditors. ***Consistent Uses:*** Copies of the farmer's financial information are provided to the FDRB panel members for review. The information is used in evaluating the farmer's alternatives and in mediation discussions with the farmer's creditors. ***Retention and Disposal Standards:*** All files will be kept for a minimum period of six years from the date the file closed. ***TBS Registration:*** 001867 ***Bank Number:*** AGR PPU 176

Farm Management Initiative
Description: This bank contains information on clients' names, addresses, telephone numbers and other information necessary to effectively deliver the program. FMI is an initiative funded by Agriculture Canada. Implementation is generally through a provincial delivery organization which undertakes to have training materials developed, and training provided to eligible applicants. Program elements differ significantly between provinces. ***Class of Individuals:*** Farm producers participating in training courses. Contractors and consultants hired to develop materials and deliver courses. ***Purpose:*** This bank is used to assist in the identification of 1991-92 Farm Management Initiatives' (FMI) participants, including farmers taking courses and those contracted to undertake the development and delivery of farm business management courses. ***Consistent Uses:*** This bank is used to monitor farm management training and related services provided to producers. ***Retention and Disposal Standards:*** Files will be retained for the purpose of delivering the one-year initiative and for audit and evaluation purposes by the delivery organizations for periods specified in the agreements; after which, files will then be destroyed. ***TBS Registration:*** 002940 ***Bank Number:*** AGR PPU 253

Feed Freight Assistance Adjustment Fund
Description: The bank contains applicants' names, addresses, social insurance numbers, kind and cost of purchased equipment, and the amounts of grants approved for payment. ***Class of Individuals:*** Farmers and corporations. ***Purpose:*** To improve production and utilization of feed grain in Ontario by offering incentives for capital expenditures. ***Consistent Uses:*** To issue grants to individuals and corporations to partially offset their capital expenditures. ***Retention and Disposal Standards:*** Files are retained for 10 years. ***TBS Registration:*** 000903 ***Bank Number:*** AGR PPU 170

Grape and Wine Adjustment Program
Description: This bank contains information on clients' names, addresses, land location, quota for grapes, surplus grapes, etc., for producer applicants wishing to remove grape vines from production. ***Class of Individuals:*** Grape producers in Ontario, British Columbia, Québec and Ontario. ***Purpose:*** This information bank is used to make payments under the Grape and Wine Adjustment Program for the removal of grape vines in surplus to industry needs. ***Consistent Uses:*** This bank is also used to evaluate producer eligibility. ***Retention and Disposal Standards:*** Files are retained for seven years following program expiry. ***TBS Registration:*** 002936 ***Bank Number:*** AGR PPU 249

Horticulture and Specialty Crops Development Program
Description: This program is no longer active. This bank contained information on participants in the Horticulture and Specialty Crops Development Program. The purpose

of this program was to improve productivity and expand production where economically feasible. The program focused on improving the land base; marketing; accelerated technology development, transfer and adoption; improved storage and handling; and the enhancement of producers' managerial and technical skills. ***Class of Individuals:*** Growers - apples, strawberries, blueberries, vegetables and greenhouse and landscaping plants. ***Purpose:*** This information bank was used to make payments under the Canada/New Brunswick Agri-Food Development Subsidiary Agreement to individuals, corporations, agencies, associations and marketing boards. ***Consistent Uses:*** This bank was also used to record payments made to individuals, corporations, agencies, associations and marketing boards. ***Retention and Disposal Standards:*** Records will be retained until 1995. ***TBS Registration:*** 002038 ***Bank Number:*** AGR PPU 295

Human Resources Inventory - International Assignments - Public

Description: Contains personal data, education, areas of expertise, work experience, international involvement and language skills of individual applicants on dBase III Software and hard copy. ***Class of Individuals:*** Members of the public, i.e. individuals, listed consultants and firms. ***Purpose:*** To establish and maintain a current inventory of candidates from outside the department interested in assignments outside Canada with projects managed by Agriculture Canada. ***Consistent Uses:*** Used as described in the Purpose section and names of identified, qualified candidates also provided to other departments, non-governmental organizations, institutions and private companies and firms; upon request; if consent received from candidate. ***Retention and Disposal Standards:*** Records are kept for a period of 2 years. ***TBS Registration:*** 002697 ***Bank Number:*** AGR PPU 250

Livestock Feed Program

Description: This program is no longer active. This bank contained information on participants in the Livestock Feed Program. The program was designed to increase substantially the quantity and quality of grain, forage, and high energy/protein crops, and to increase the use of opportunity feeds. The program focused on land improvement; technology development, transfer and adoption; improved storage and handling; improved marketing practices and the enhancement of managerial and technical skills. ***Class of Individuals:*** Grain and forage livestock farmers. ***Purpose:*** This information bank was used to make payments under the Canada/New Brunswick Agri-Food Development Subsidiary Agreement to individuals, corporations, agencies, associations and marketing boards. ***Consistent Uses:*** The bank was also used to record payments to individuals, corporations, agencies, associations and marketing boards. ***Retention and Disposal Standards:*** Records will be retained until 1995. ***TBS Registration:*** 002040 ***Bank Number:*** AGR PPU 305

Livestock Industry Program

Description: This program is no longer active. This bank contained general information on participants in the Livestock Industry Program. The livestock sector is the major contributor to farm cash income in the province of New Brunswick. The Program focused on planned expansion of the red meat sector and productivity improvement for all segments of the livestock and poultry industry and emphasized accelerated technology development, demonstration and adoption; marketing; greater use of opportunity feeds; the enhancement of managerial and technical skills; improved herd health practices and genetic improvement. ***Class of Individuals:*** Livestock farmers: dairy, beef, hogs, sheep, poultry (meat and eggs). ***Purpose:*** This information bank was also used to make payments under the Canada/New Brunswick Agri-food Development Subsidiary Agreement to individuals, corporations, agencies, associations and marketing boards. ***Consistent Uses:*** This bank was also used to record payments made to individuals, corporations, agencies, associations and marketing boards. ***Retention and Disposal Standards:*** Files will be retained until 1995. ***TBS Registration:*** 002041 ***Bank Number:*** AGR PPU 310

Potatoes Program

Description: This program is no longer active. This bank contained information on participants in the Potatoes Program. Potatoes are the major farm cash crop in the province of New Brunswick. The purpose of this program was to improve productivity, marketing practices, product quality and profitability in the potato sector and focused on improving marketable yield through land improvement and soil conservation; improved harvesting, storage management, marketing and disease control; and the enhancement of producers' managerial and technical skills. ***Class of Individuals:*** Farmers of seed, table and processing potatoes. ***Purpose:*** This information bank was used to make payments under the Canada/New Brunswick Agri-Food Development Subsidiary Agreement to individuals, corporations, agencies, associations and marketing boards. ***Consistent Uses:*** This bank was also used to record payments to individuals, corporations, agencies, associations and marketing boards. ***Retention and Disposal Standards:*** Records will be retained until 1995. ***TBS Registration:*** 002039 ***Bank Number:*** AGR PPU 300

Records of Performance for Dairy Cattle, Sheep, Beef Cattle and Swine

Description: This bank contains names and addresses of breeders enroled in the programs. ***Class of Individuals:*** Breeders of livestock. ***Purpose:*** The purpose of this bank is to keep an inventory of names and addresses of producers of dairy and beef cattle, and sheep and swine, who participate in performance testing programs and who receive relevant performance information and genetic evaluations on their animals. ***Consistent Uses:*** Files are used to mail performance data to breeders, to solicit annual fee payments and to mail reports to participants. They also provide performance information on individual animals, together with the names and addresses of their owners, to national breed associations and artificial insemination centres in Canada. ***Retention and Disposal Standards:*** Files are stored for as long as necessary to issue valid genetic evaluations. ***TBS Registration:*** 000899 ***Bank Number:*** AGR PPU 150

Soil and Water Environmental Enhancement Program (SWEEP)

Description: This bank contains the survey results from various research studies into socio-economic aspects of conservation tillage based on information gathered from individuals and groups in Ontario. ***Class of Individuals:*** Varies by survey but is primarily landowners, tenants, farm operators and rural organizations. ***Purpose:*** To meet two objectives of the Soil and Water Environmental Enhancement Program: to provide information on the adoption process for agricultural soil and water conservation techniques; to develop graduate students' expertise in the area of social and economic research on soil and water conservation issues. ***Consistent Uses:*** Information is used to improve aspects of government policy and program design and delivery for enhancing soil and water conservation systems. ***Retention and Disposal Standards:*** Files are retained for eight years. ***TBS Registration:*** 002034 ***Bank Number:*** AGR PPU 275

Special Atlantic Livestock Initiative (SALI)

Description: This bank contains information on clients' names, addresses, production data and developmental projects. SALI is designed to increase efficiency and sustainability of the red meat industry in the Atlantic region. The program focuses on on-farm productivity improvement; industry support; custom service; and financial support. ***Class of Individuals:*** Any individual, corporation, partnership and/or cooperative currently producing hog and/or beef and/or sheep in the Atlantic region. ***Purpose:*** This information bank is used to make payments under SALI to individuals, corporations, agencies, associations and marketing boards. ***Consistent Uses:*** This bank is also used to record payments made to individuals, corporations, agencies, associations, and marketing boards. Information may also be used to garnish payments received by individuals under several Agriculture Canada programs. This activity would be made under the Family Orders and Enforcement Assistance Act. ***Retention and Disposal Standards:*** Files are retained for 5 years. ***TBS Registration:*** 002935 ***Bank Number:*** AGR PPU 248

Stockyards - Commission Firms, Members and Employees

Description: This bank is no longer active, but contained the names and occupations of members and employees. ***Class of Individuals:*** Commission firms, members and employees of stockyards. ***Purpose:*** The purpose of this bank was to ascertain that members and employees had not respectively purchased or sold livestock prohibited under the Livestock Regulations of the Livestock and Livestock Products Act. ***Consistent Uses:*** To ensure that livestock had been purchased and sold in accordance with the Livestock Act and Regulations. ***Retention and Disposal Standards:*** Files will be retained until 1996. ***TBS Registration:*** 000900 ***Bank Number:*** AGR PPU 155

Stockyards - Dealers

Description: This bank is no longer active, but contained the names, addresses, amount of daily sales, bonds and continuation certificates of livestock dealers operating in federally supervised stockyards. ***Class of Individuals:*** Livestock dealers operating in federally supervised stockyards. ***Purpose:*** The purpose of this bank was to ensure that proper bonds are in order as required by the Livestock and Livestock Products Act and the Stockyard Regulations. ***Consistent Uses:*** To ensure that livestock dealers were operating in compliance with the Livestock and Livestock Products Act and the Stockyard Regulations. ***Retention and Disposal Standards:*** Files will be retained until 1996. ***TBS Registration:*** 000901 ***Bank Number:*** AGR PPU 160

Tobacco Transition Adjustment Initiatives (TTAI)

Description: The bank contains information on client's names, addresses and quota information on tobacco producers in Ontario, Nova Scotia, Prince Edward Island and Québec who have applied for assistance in terminating tobacco production. ***Class of Individuals:*** Tobacco producers in Ontario, Nova Scotia, Prince Edward Island and Québec. ***Purpose:*** The information is used to determine eligibility and make payments under the Tobacco Diversification Plan's Tobacco Transition Adjustment Initiatives. ***Consistent Uses:*** Same as in "Purpose". ***Retention and Disposal Standards:*** Files are kept for six years. ***TBS Registration:*** 002033 ***Bank Number:*** AGR PPU 270

■ Corporate Management Branch

Access to Information Request Data Bank

Description: This bank contains the Access to Information Request Forms sent by individuals requesting access to departmental files, the replies to such requests and information related to their processing. Information on exemptions or exclusions claimed, on complaints handled, or on fee waivers may also be included. ***Class of Individuals:*** Canadian citizens/permanent residents of Canada. ***Purpose:*** To administer access requests in accordance with the Access to Information Act. ***Consistent Uses:*** The bank is used to record the processing of requests under the Access to Information Act, to report to Treasury Board and to Parliament on requests received and completed, and for the purposes of consultations with other government institutions. ***Retention and Disposal Standards:*** Files will be kept for two years. ***TBS Registration:*** 000908 ***Bank Number:*** AGR PPU 200

Consultant, Contractor and Supplier Inventory

Description: This bank includes a list of individuals, firms and institutions and may include work previously performed or under way, and the name of the principal. ***Class of Individuals:*** Consultants, contractors and suppliers. ***Purpose:*** The purpose of this bank is to maintain a record of consultants, contractors and suppliers with whom the Department has contracted or may potentially contract. ***Consistent Uses:*** This bank also serves as an aid to selection and retention of consultants, contractors and suppliers. ***Retention and Disposal***

Standards: The records are maintained for two fiscal years and then destroyed. ***TBS Registration:*** 002047 ***Bank Number:*** AGR PPU 203

Consulting and Professional Services Contracts

Description: This bank is maintained by the Materiel Management Section to record information on consulting and professional services contracts in compliance with the Financial Administration Act and Treasury Board and internal departmental directives. ***Class of Individuals:*** Individuals engaged in consulting and professional service contracts with the Department of Agriculture. ***Purpose:*** The bank is used to administer contracts and to audit and evaluate contracts. ***Consistent Uses:*** The bank is also used to record, retain and monitor all contracts. These records are also used during the auditing functions. ***Retention and Disposal Standards:*** Information in this bank is retained for six years after the completion and non-renewal of a contract and is then destroyed. ***TBS Registration:*** 002046 ***Bank Number:*** AGR PPU 202

Expenditure Accounts - Public

Description: This bank contains such records as claims, authorizations, expense reports, receipts, cheque requisitions, advances, correspondence and other supporting documents relating to expenses being reimbursed, fees being paid, claims being settled, and other payments. ***Class of Individuals:*** Contractors engaged by the Department of Agriculture and farmers receiving various forms of payments from the Department. ***Purpose:*** The bank is used for the payment of invoices and claims to contractors engaged by the Department and farmers receiving various forms of payments from the Department. ***Retention and Disposal Standards:*** Records are retained for six years. ***TBS Registration:*** 002286 ***Bank Number:*** AGR PPU 335

Information Disclosed to Investigative Bodies

Description: This bank contains copies of requests from investigative bodies listed in the Privacy Regulations for access to personal information pursuant to section 8(2)(e) of the Act. The bank also contains the replies to such requests, the records of information disclosed, any correspondence with the Privacy Commissioner and all records relating to the processing of the requests. ***Class of Individuals:*** Individuals about whom requests for personal information have been received pursuant to paragraph 8(2)(e) of the Privacy Act from federal investigative bodies. ***Purpose:*** The purpose of this bank is to permit the Privacy Commissioner to review disclosures made under paragraph 8(2)(e) of the Privacy Act to federal investigative bodies for the purpose of enforcing a law of Canada or a province or carrying out a lawful investigation. ***Consistent Uses:*** This bank will be used to compile statistics relating to requests from federal investigative bodies. Also this bank will be used for the auditing of the procedures concerning the exchange of personal information with investigative bodies as defined in section 8(2)(e) of the Privacy Act. ***Retention and Disposal Standards:*** Information held in this bank is retained for two years after the last entry date and then destroyed. ***TBS Registration:*** 002045 ***Bank Number:*** AGR PPU 201

Mailing Lists

Description: This bank contains mailing lists with the names of addresses of individuals, academic and farming organizations, firms, companies, group, etc. ***Class of Individuals:*** Individuals, academic and farming organizations, firms, companies, groups, government officials, etc. ***Purpose:*** To maintain standard lists of individuals, organizations, groups, businesses, etc. for the purpose of mailing publications, reports, newsletters, press releases and other documentation on departmental activities and programs. ***Consistent Uses:*** The information is used to mail and distribute documentation to individuals on the mailing lists. Use of the mailing lists will be based on one of the following criteria: 1) The individuals were informed that their names and addresses would be used for that purpose. 2) The use of the names and addresses for a mailing list is authorized by legislation or a regulation. 3) The individuals have consented to being on a mailing list and/or to having additional information distributed to them. 4) It is clearly to the benefit of the individual or in the general public interest to distribute the information (this would only occur in exceptional circumstances). ***Retention and Disposal Standards:*** Records are updated continuously and the information is kept up to when superseded. ***TBS Registration:*** 002695 ***Bank Number:*** AGR PPU 204

Privacy Request Data Bank

Description: This bank contains Personal Information Request Forms sent by individuals requesting access to their files, the replies to such requests and information related to their processing. Information on exemptions claimed or on complaints handled may also be included. ***Class of Individuals:*** Individuals who apply under the Privacy Act for access to their personal files, including employees of Agriculture Canada. ***Purpose:*** The information is used to administer access to personal information requests in accordance with the Privacy Act. ***Consistent Uses:*** The bank is used to access personal information requests; to report to Treasury Board and to Parliament on requests received and completed under the Privacy Act; to verify the identity of requesters; and for the purpose of consultations with other government institutions. ***Retention and Disposal Standards:*** Files will be kept for two years. ***TBS Registration:*** 000907 ***Bank Number:*** AGR PPU 195

Real Property Legal File

Description: This bank contains land grants, deeds, titles, leases and easements. ***Class of Individuals:*** Property owners, proprietors, tenants, licensees, lessees. ***Purpose:*** Information is used to conclude land transactions and for economic cost management of real property holdings. ***Consistent Uses:*** The information is also used to maintain legal records of holdings and transactions, and for cost control. ***Retention and Disposal Standards:*** Records are retained until they are of no further value to Agriculture Canada (at least two years). Original documents are retained in provincial or court registry offices. ***TBS Registration:*** 002290 ***Bank Number:*** AGR PPU 345

Revenue Accounting and Control

Description: This bank is used for managing the accounts receivable system to effect cost recovery on behalf of Agriculture Canada. Related information is maintained to administer these responsibilities. ***Class of Individuals:*** Private sector individuals to whom invoices are issued to record their indebtedness to the Department. ***Purpose:*** Information is used to manage the collection of revenues owing to the Department. ***Consistent Uses:*** Information may also be used to garnish payments received by individuals under several Agriculture Canada programs. This activity would be made under the Family Orders and Enforcement Assistance Act. ***Retention and Disposal Standards:*** Records are retained for six years. ***TBS Registration:*** 002287 ***Bank Number:*** AGR PPU 340

Surveys

Description: From time to time, agricultural and non-agricultural surveys are carried out by the Department to obtain information. These agricultural surveys include information on the socio-economic characteristics of farm operators and information relating to crops, livestock, poultry, machinery, farm operating expenses and agriculture receipts. The non-agricultural surveys include information on production, inventory and sales in the fruit, vegetable and dairy processing sectors. The bank also contains information from the grain and oilseed industries and the agri-food sectors. Program evaluations routinely collect information from the agricultural sector relating to program performance. Other similar surveys may occur as the need arises. ***Class of Individuals:*** Producers, processors, distributors, wholesalers and retailers. ***Purpose:*** This bank provides a base inventory of Canadian agriculture, as well as information for production, marketing, administrative and policy decisions. ***Consistent Uses:*** The results of the surveys will be used to provide statistics which will assist the various branches in assessing the relevance and impact of Department of Agriculture programs, and the extent to which these have successfully achieved their objectives. ***Retention and Disposal Standards:*** Each survey will be retained for a minimum period of five years. ***TBS Registration:*** 001877 ***Bank Number:*** AGR PPU 193

■ Canadian Grain Commission

End-Use Certificates

Description: Information on the type of grain imported from the United States and the type of facility to which the grain is consigned obtained by Commission employees or submitted by Importers under the Canada Grain Act or Canada Grain Regulations. ***Class of Individuals:*** Grain producers and grain processing companies. ***Purpose:*** Statistical, i.e. to monitor the volume of American wheat being imported. ***Consistent Uses:*** Same as "Purpose". ***Retention and Disposal Standards:*** Records are held for 5 years. Disposal Authority: Treasury Board Minute 346576-1948. ***TBS Registration:*** 002932 ***Bank Number:*** AGR PPU 206

Licensing and Bonding Program

Description: The bank contains correspondence and annual applications from grain dealers and grain elevators to market grain. ***Class of Individuals:*** Grain dealers. ***Purpose:*** The purpose of this program is to license grain dealers and grain elevators under the authority of the Canada Grain Act. ***Consistent Uses:*** To issue licenses to grain dealers and grain elevators. ***Retention and Disposal Standards:*** Records are held for ten years. ***TBS Registration:*** 001717 ***Bank Number:*** AGR PPU 210

Producer Car Program

Description: This bank is comprised of correspondence and producers' applications which are filed by date of receipt and contain information such as the producer's name, application number; type, quality and quantity of grain; and the Canadian Wheat Board permit number. ***Class of Individuals:*** Grain producers. ***Purpose:*** The purpose of this program is to allocate railcars to grain producers for the transport of their crop to terminal elevators or other destinations under the authority of the Canada Grain Act. ***Retention and Disposal Standards:*** Records are held for six years. ***TBS Registration:*** 001716 ***Bank Number:*** AGR PPU 205

Unofficial Sample File

Description: The bank contains the name of the grower, the name of the requester and the grade of the sample. ***Class of Individuals:*** Grain producers. ***Purpose:*** The purpose of this bank is to maintain a record of all unofficial samples submitted for grading by grain inspectors under the authority of the Canada Grain Act. ***Consistent Uses:*** To provide documentation on unofficial samples taken or tests conducted by grain inspectors. ***Retention and Disposal Standards:*** Records are held for three years. ***TBS Registration:*** 001718 ***Bank Number:*** AGR PPU 215

■ Prairie Farm Rehabilitation Administration (PFRA)

Soil and Water Conservation Programs

Description: Programs and activities which involve the storage of personal information include the PFRA Shelterbelt Program, the Southwest Saskatchewan Irrigation Projects, the Irrigation Demonstration Program, the Community Pasture Program, the Soil and Water On-Farm Activities, including the Rural Water Development and Soil Conservation Programs. ***Purpose:*** The information is used to administer programs on stabilizing and rehabilitating lands sub-marginal for cereal production and conserving and storing water on the drought-prone prairies. ***Consistent Uses:*** Information may also be used to garnish payments received by individuals under several Agriculture Canada programs. This activity would be made under the Family Orders and Enforcement Assistance Act. ***Retention and Disposal Standards:*** Records are held for 53 to 66 years. ***TBS Registration:*** 001719 ***Bank Number:*** AGR PPU 220

Soil Conservation Survey of Attitudes

Description: This bank contains the results of surveys conducted in order to determine farmers' attitudes towards soil conservation, and to understand the limitations of soil conservation activities as perceived by farmers. ***Class of Individuals:*** Prairie farmers who have received technical, financial and material assistance from the Soil Conservation Program and prairie farmers whose farms are located in the vicinity of Prairie Farm Rehabilitation Administration groups. ***Purpose:*** The survey provides baseline data for future evaluations and the subsequent progression of soil conservation activities. This information is used to evaluate the level of satisfaction of farmers who received services under the Soil Conservation Program and the program's effectiveness, according to farmers, in sustaining soil resources. The results will be used to evaluate the existing programs and to develop future programs. ***Consistent Uses:*** Personal data will be cross-referenced with responses from the survey in order to assess the relative needs of certain target groups. The evaluation of the needs assessment may be used in revising existing programs as well as in the development of future programs. ***Retention and Disposal Standards:*** Records are retained for five years. ***TBS Registration:*** 002583 ***Bank Number:*** AGR PPU 350

■ Audit and Evaluation Branch

Special Canadian Grains Program 1987 Extension Evaluation

Description: The bank contains information about opinions and perceptions collected from participants of the Special Canadian Grains Program 1987 Extension. This information will be collected in two phases. Participants' perceptions of the financial and farm-level (production decisions, use of inputs) impacts of the SCG 1987 program as well as their opinions about the Program and its improvements over 1986 will be collected in focus groups. ***Class of Individuals:*** Grains and oilseeds producers in Canada who received payments from the Special Canadian Grains Program 1987 Extension. ***Purpose:*** Information is compiled in order to evaluate the Special Canadian Grains Program 1987 Extension. The focus of the evaluation is the financial and farm level impacts of the SCGP 1987 as well as participants' perception of the Program. The information will be used to assess the effectiveness of the SCGP 1987 and, as part of the "Alternatives" issue of the evaluation, to determine how such programs, if required, may be improved in the future. ***Consistent Uses:*** Information collected will be used to design similar programs, if required, in the future. ***Retention and Disposal Standards:*** Information in this bank will be retained for six years from the date the information was collected. ***TBS Registration:*** 001856 ***Bank Number:*** AGR PPU 240

■ Human Resources Branch

Applications for Employment

Description: This bank contains information on individuals who have submitted written applications for employment as a veterinarian, research scientist or agricultural officer with the Department of Agriculture Canada. The files contains letters, completed application forms, résumés, letters of reference, letters from Agriculture Canada acknowledging receipt of applications. Records are stored in files by alphabetical order. ***Class of Individuals:*** The bank contains personal information concerning individuals who are interested in securing employment with the Department of Agriculture. ***Purpose:*** These records are used for reference when vacancies arise. ***Consistent Uses:*** To maintain a current inventory within the Department. ***Retention and Disposal Standards:*** The information is updated regularly at the request of the applicant. Records are maintained for one year and then destroyed. ***TBS Registration:*** 002703 ***Bank Number:*** AGR PPU 360

Classes of Personal Information

Other Programs and Agreements

This class reflects other programs and agreements not specifically covered under the other classes. These other programs and agreements are aimed at resolving specific problems of a limited nature or in specifically defined areas of the country. For example, Federal-Provincial Agreements such as those under the Agricultural and Rural Development Act (ARDA) are concerned with rural problems of unemployment and social disadvantages. Special ARDA agreements have been used as a vehicle to improve the economic circumstances of native people by providing financial and other assistance to create job opportunities. Personal information may be stored in administering programs falling within this class. This information may include financial, employment, demographic and educational data on individuals. Such data, however, would be stored as part of the general subject files where records are not normally retrieved by name of individual or other personal identifier. This form of personal information is normally retrievable only if specifics are provided concerning the name of the program concerned and the name of the specific project.

General Correspondence and Enquiries

Personal information in this class relates to routine correspondence concerning the regulatory and licensing activities associated with meat inspection, pesticides, feeds and fertilizers, veterinary biologics and the humane treatment of animals. It also relates to general enquiries concerning agricultural research, market intelligence, food advisory information and financial assistance to marketing boards and co-operatives. The personal information contained in this class normally includes the name and address of the enquirer, but is neither arranged nor retrievable by personal identifiers. This form of personal information exists in a fragmented form throughout the subject files controlled by the Department and is normally retrievable only if specifics are provided concerning the subject and the date of the correspondence. The retention period for this class of personal information is controlled by the retention period of the files in which they are stored.

Ministerial Correspondence

This class of information contains correspondence received by the Departmental Secretariat from external organizations and individuals in the form of requests for information, complaints, opinions and other similar submissions related to a broad range of policy issues pertaining to Agriculture Canada's activities, wherein some unsolicited personal information has been provided by the correspondent. This form of information would be retrievable only if specifics of name, date of communication and subject were to be provided; it is not arranged or retrievable by personal identifiers. The retention periods of these classes of personal information are controlled by the record schedules of the general subject files in which they are stored.

Manuals

Food Production and Inspection Branch

Health of Animals Directorate

- Manuals of Procedures Relating to the Animal Disease and Protection Act and Regulations

Food Inspection Directorate

- Livestock and Poultry Products Division

- Livestock Grading Manual
- Inspection Manual - Hatcheries
- Processed Egg Inspection Manual
- Processed Poultry Inspection Manual
- Shell Egg Inspection Manual

Dairy, Fruit and Vegetable Division

- Commodity Manual
- Dairy Plant Inspection Manual Requirements and Procedures
- Fresh Fruit Commodity Manual
- Fresh Vegetables Commodity Manual
- Grading Manual - Dairy Products
- Inspection Manual - Dairy Products
- Inspection Manual - Fresh Fruits and Vegetables
- Inspector's Guide - Licensing and Arbitration (Fresh Fruits and Vegetables)
- Inspector's Handbook - Processed Products
- Inspector's Manual
- Laboratory Manual - Dairy Products
- Licensing and Arbitration Manual
- Specialty Cheese Manual

Laboratory Services Division

- Feed Laboratory Analytical Methods
- Fertilizer Laboratory Methods Manual
- Laboratory Manual for Pesticide Residue Analysis in Agricultural Products
- Laboratory Accreditation and Audit Protocol
- Methods and Procedures for Testing Seed
- Pesticide Product Procedures Manual
- Safety Manual
- Microbiological Analysis of Frozen Vegetables
- Pesticide Products Analytical Methods

Meat Hygiene division

- Meat Hygiene Manual of Procedures
- Meat Inspection Act and Regulations

Plant Health Directorate - Seed Division

- Authorized Establishment Manual
- Inspection and Trade Memoranda
- Training Guides for Inspectors

Pesticides Directorate

- Memoranda to Registrants and Trade Memoranda
- Operating Manual

Feed and Fertilizer Division

- Feed Inspection Manual
- Fertilizer Inspection Manual
- Inspection and Trade Memoranda

Plant Health Division

- Plant Quarantine Directives, Act and Regulations
- Ship, Mill and Elevator Inspection Manual

Race Track Division

- Office Consolidation of Race Track Supervision Regulations and Amendments
- Operational Manual (Race Track Supervision)
- Race Track Officer Training Manual
- Race Track Supervision Regulations

Research Branch

- Inventory of Canadian Agricultural Research Instructions Kit
- Data System for Soils in Canada
- Manual for Describing Soils in the Field
- Plant Virus and Antiserum Bank

Agri-Food Development Branch

- Canadian Dairy Sire Appraisal - semi-annual reports
- Canadian Cow Indexes - semi-annual reports
- Records of Performance for Dairy Cows and Goats
- Farm Debt Review Board Implementation Manual
- Canadian Agri-Food Development Initiatives Implementation Manual
- Canadian Rural Transportation Program Implementation Manual

Policy Branch

- Administration Manual, Advance Payments for Crops Act
- Administration Manual, Agricultural Products Co-operative Marketing Act
- Farm Improvement and Marketing Co-operatives Loans Manual
- Farm Improvement Loan Administration
- Farm Improvement Loans Manual (Amendment)
- Guidelines and Procedures, Crop Insurance Act
- Guidelines for Lenders, Farm Improvement and Marketing Co-operatives Loans
- Guidelines for Lenders, Farm Improvement Loans Act

Prairie Farm Rehabilitation Administration (PFRA)

- Drafting Standards Manual
- PFRA Survey Manual
- PFRA Policy and Procedure Manual
- Precipitation and Evaporation Tables (1911-1981)
- Range Analysis Survey - Methods and Procedures
- Site Investigation - Evaluation and Design for Soil and Water Conservation Service Dams; PFRA Moose Jaw Depot

Canadian Grain Commission

- Grain Grading Handbooks for Eastern Canada and for Western Canada
- Stored Grain Pests
- The Official Grain Grading Guide

Corporate Management Branch

- Agrifin Manual
- Manual of Administrative Policy and Procedures

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Department and its various programs and functions may be directed to:

Communications Branch
Agriculture Canada
Sir John Carling Building
930 Carling Avenue
Ottawa, Ontario
K1A 0C7

(613) 995-8963

Reading Room

The library of this institution has been designated as a public reading room in accordance with the Access to Information Act. The address is:

930 Carling Avenue,
Ottawa, Ontario.

Atlantic Canada Opportunities Agency

Chapter 2

General Information

Background

The Atlantic Canada Opportunities Agency (ACOA) was created in June 1987. In addition to existing regional development funding, the Agency was given $1.05 billion to increase opportunity for economic development in Atlantic Canada and, more particularly, to enhance the growth of earned incomes and employment opportunities in the region.

Responsibilities

The Agency's objective is to support and promote opportunity for the economic development of Atlantic Canada, with particular emphasis on small- and medium-sized enterprises, through policy, program and project development and implementation, and through advocacy of the interests of Atlantic Canada in national economic policy, program and project development and implementation.

Legislation

- Financial Administration Act

Organization

ACOA's head office is in Moncton, N.B. There are also offices each headed by a vice-president in the Atlantic provincial capitals (St. John's, Halifax, Charlottetown, and Fredericton). Sydney, N.S. also has an office. The vice-president of the latter office is also vice-president of Enterprise Cape Breton Corporation. An office is also located in Ottawa.

The Agency's mandate is fourfold. Through advocacy, the Agency promotes the interests of Atlantic Canada in national economic policy, program and project development and implementation.

The Agency coordinates the economic and regional development activities of all federal government departments and agencies in Atlantic Canada. Each provincial vice-president chairs a coordinating committee consisting of the heads of federal government departments involved in programs affecting the province's economic development.

The Agency co-operates with other levels of government, largely through Economic and Regional Development Agreements (ERDAs) under which subsidiary agreements are signed. In addition, ACOA is responsible for coordinating all subsidiary agreements administered by other federal government departments and agencies.

The Agency also offers business support programming. A number of business incentive programs have been transferred to ACOA. These programs include the Industrial and Regional Development Program (IRDP), the Atlantic Enterprise Program (AEP), and the Cape Breton Topping Up Assistance Program. The IRDP and AEP formed the core of the ACOA Action Program (AAP), the principal financial assistance program now available to business which was announced in February 1988.

Two boards play key roles in ensuring the fulfillment of the Agency's mandate. The ACOA Board is a private sector advisory board whose role is to assist the Agency in exercising its powers. As well, the Enterprise Cape Breton (ECB) Board approves projects in Cape Breton between $50,000 and $250,000 in Crown support, and provides recommendations to the Minister of ACOA regarding projects exceeding $250,000 in Crown support.

Information Holdings

Program Records

AAP, AEP, IRDP and ERDA Reports
Description: Reports on all programs falling under ACOA jurisdiction. *Topics:* Report - general; weekly reports; monthly reports; project proposal status reports; projects approved; ACOA annual reports. *Program Record Number:* ACO CAB 045

ACOA Action Program
Description: The Action Program and other programs which it now incorporates. *Topics:* Action program - general; Action Program review - statistical; Action Program procedures directives; New Brunswick - general; New Brunswick individual projects; Harkema Industries Ltd.; Newfoundland - general; Newfoundland individual projects; Nova Scotia - general; Nova Scotia individual projects; Louisiana-Pacific; Westray Mining; Champlain Institute/geomatics industry; Enterprise Cape Breton - general; Enterprise Cape Breton individual projects; Cape Breton Investment Tax Credit; WCN Communications; Prince Edward Island - general; Prince Edward Island individual projects; 1991 Canada Winter Games; Marine Harvesting Ltd. *Access:* Projects are listed by province. *Program Record Number:* ACO PRO 050

ACOA - General
Description: Information of a general nature relating to the Agency's responsibilities and initiatives. *Topics:* ACOA - General; delegated program responsibilities; interim responsibilities; ACOA responsibilities. *Program Record Number:* ACO POE 005

Agreements and Programs - General
Description: Matters of a general nature relating to agreements or sub-agreements with which the Agency is

directly or indirectly involved. *Topics:* Agreements and programs - general; New Brunswick; Newfoundland; Nova Scotia; Pictou County Economic Development Fund; Enterprise Cape Breton; Topping Up Assistance; Prince Edward Island; Venture Loan Program; eligibility of projects. ***Program Record Number:*** ACO PRO 040

Agriculture

Description: Information relating to research and development in agriculture. ***Topics:*** Agriculture - general. ***Program Record Number:*** ACO CSD 090

Atlantic Enterprise Program (AEP)

Description: Information concerning the former AEP which was incorporated in the Action Program in February 1988. ***Topics:*** AEP - general; New Brunswick; Newfoundland; Nova Scotia; Enterprise Cape Breton; Prince Edward Island; AEP regulations, terms and conditions; AEP Loan Agreement - letters of offer; AEP project summaries. ***Access:*** Agreements are listed by province. ***Program Record Number:*** ACO CAB 055

Business

Description: Information regarding business activities including issues necessitating co-operation with provincial governments and the private sector. ***Topics:*** Business - general; New Brunswick - Atlantic Mini-Fridge, meat packers, Ionizing Energy Company, and Saint John Civic Centre; Newfoundland and Nova Scotia - Hawker Siddeley/Lavalen Trenton works, Halifax and Dartmouth hotel proposals; Enterprise Cape Breton - wallpaper industry, Shawland Building Systems, Stora Forest Industries, and Quest Forest Technology; Prince Edward Island - Mariner Towing Limited, small business, and consultants. ***Program Record Number:*** ACO POL 075

Defence

Description: Information regarding activities and recommendations related to the development of defence facilities and industry within the Atlantic region. ***Topics:*** Defence - general; ADIL/HDIL; Krauss Maffei; NATO; Thyssen; Tracadie Range Expansion. ***Program Record Number:*** ACO CSD 095

Economic Regional Development Agreements (ERDA)

Description: Information concerning Economic Regional Development agreements and sub-agreements with the Atlantic region for which the Agency is responsible. ***Topics:*** ERDA - general; New Brunswick ERDAs - industrial innovation and technology, industrial development, forest renewal, mineral development, fisheries development, tourism development, flood damage reduction, economic diversification, agri-food development, science and technology, transportation; Newfoundland ERDAs - agri-food, Burin Peninsula Development Fund, fisheries, Flood Damage Reduction Program, forestry, mineral development, ocean industry development, rural development, rural development II, science and technology, tourism development, and industrial development; Nova Scotia ERDAs - agri-food, Halifax Metro, forestry, Strait of Canso, tourism, advanced manufacturing support technology transfer and industrial innovation, and fisheries and mineral development; Prince Edward Island ERDAs - agri-food, cultural industries, energy, fisheries, forestry, industrial development, tourism and transportation, and co-operation program. ***Access:*** The agreements are listed by province or region. ***Program Record Number:*** ACO CSD 060

Energy

Description: Information regarding Agency responsibilities for development of the energy sector within the Atlantic region, including hydro, oil and gas exploration. ***Topics:*** Energy - general; New Brunswick; Newfoundland; Nova Scotia; Scotia Synfuel; Prince Edward Island. ***Access:*** Subject material is divided by province or region. ***Program Record Number:*** ACO CSD 100

Enterprise Cape Breton Corporation

Description: Correspondence and briefings pertaining to the transition of Enterprise Cape Breton (ECB) and Enterprise Cape Breton Corporation (ECBC), formerly named DEVCO. ***Topics:*** General; DEVCO - IDD/ECBC transition. ***Program Record Number:*** ACO LAB 030

Environment

Description: Information includes correspondence related to those aspects of research and development in the environment field which fall within the ACOA's responsibilities. ***Topics:*** Environment - general. ***Program Record Number:*** ACO CSD 105

Fisheries

Description: Information of direct or indirect concern to the Agency on the fishing industry within the Atlantic region. ***Topics:*** Fisheries - general; Atlantic fish co-operatives (UMF); New Brunswick; Newfoundland; Nova Scotia; Enterprise Cape Breton; Nova Scotia Clam; Prince Edward Island; molluscs and mussels. ***Program Record Number:*** ACO CSD 110

Forestry

Description: Information pertaining to the Agency's responsibilities for forestry in the Atlantic provinces. ***Topics:*** Forestry - general; softwood lumber. ***Program Record Number:*** ACO CSD 115

Industrial Regional Development Program (IRDP)

Description: Information regarding IRDP which was merged with the Action Program in February 1988. ***Topics:*** IRDP - general; New Brunswick; Newfoundland; Nova Scotia; Enterprise Cape Breton; Prince Edward Island. ***Access:*** Programs are listed by province or region. ***Program Record Number:*** ACO CSD 065

Industries - General

Description: Information of a general nature relating to various industries and Agency responsibilities. ***Topics:*** Industries - general; cultural industries; publishers. ***Program Record Number:*** ACO CSD 080

Manufacturing

Description: Information on research and development and science and technology in the manufacturing industry.

Topics: Manufacturing - general. ***Program Record Number:*** ACO CSD 120

Mining

Description: Information regarding research and development in the areas of mineral resources and mining. ***Topics:*** Mining - general; Caribou New Brunswick Mining Ltd. ***Program Record Number:*** ACO CSD 125

Minister Responsible For ACOA

Description: Information regarding issues of concern to the Agency for which the minister is responsible. ***Topics:*** Minister - general; invitations; briefing notes; itineraries; meetings with the minister. ***Program Record Number:*** ACO POE 015

President of ACOA

Description: Information regarding issues of concern to the Agency for which the president is responsible. ***Topics:*** General; invitations; briefing notes; itineraries. ***Program Record Number:*** ACO POE 020

Procurement

Description: This program record contains information regarding procurement programs which have been developed within the Agency. ***Topics:*** Procurement - general; Atlantic Opportunities Program (AOP); Annual Strategic Acquisition Plan (ASAP); Canadian Annual Procurement Strategy (CAPS); Atlantic Canada Supplier Development Program (ACSDP); Supplier Development Operations Committee; Access Small Business; defence procurement; Free Trade Agreement procurement provisions; Procurement Review Committee (PRC); procurement meetings; Western Supplier Development Program (WSDP). ***Program Record Number:*** ACO CSD 070

Program Design

Description: Information relating to initiatives supporting small- or medium-size businesses within the Atlantic region, as well as supporting procurement and training in job skills. ***Topics:*** Program design - general; advocacy; consultations and coordination; phase II consultations; training and skills development; strategic and operational plan; economic development support; equity-related financing; entrepreneurship; women and entrepreneurship; Small Business Loan Act Program. ***Program Record Number:*** ACO POL 010

Science and Technology

Description: Information on space technology and programs as they relate to the Agency's responsibilities in the Atlantic region. ***Topics:*** Science and technology - general; Space Program and space station. ***Program Record Number:*** ACO CSD 130

Shipbuilding

Description: Information on the region's shipbuilding industry. ***Topics:*** Shipbuilding - general; New Brunswick; Newfoundland; Nova Scotia; Prince Edward Island. ***Access:*** Individual projects are separated by shipyard. ***Program Record Number:*** ACO CSD 135

Tourism

Description: Information on tourism and tourism development. ***Topics:*** Tourism - general; New Brunswick; Newfoundland; Nova Scotia; Enterprise Cape Breton; Prince Edward Island. ***Access:*** Information is classed by province. ***Program Record Number:*** ACO CSD 140

Trade

Description: This program record includes information touching on all aspects of trade, including negotiations as well as federal and provincial assistance to businesses and organizations. ***Topics:*** Trade - general; free trade; Advisory Council on Adjustment; free trade meetings; multilateral trade negotiations (MTN); Sydport International Trade Zone (SITZ). ***Program Record Number:*** ACO CSD 145

Transportation

Description: Information with the provinces on air, land and marine transportation which the Agency may be involved with directly or indirectly. ***Topics:*** Transportation - general; New Brunswick; Newfoundland; Nova Scotia; Enterprise Cape Breton; Prince Edward Island and the fixed crossing. ***Access:*** Province and regions are listed separately. ***Program Record Number:*** ACO CSD 150

Vice-President of ACOA

Description: Information regarding issues for which the senior vice-president and the regional vice-president are responsible. ***Topics:*** General; invitations. ***Program Record Number:*** ACO POE 025

Personal Information Banks

Staffing

This bank contains general documentation related to specific positions as well as documentation related to performance in competitions. The information held includes application forms, résumés, appraisals, assessments, board reports, lists of eligible persons, conflict of interest and agreement to become bilingual. The information relates to applicants competing or being given consideration for a position. The purpose of this bank is to assess applicants for positions. Information is also used during competitions as well as for making appointments based on the eventual lists of eligible candidates. It may also be used at an appeal hearing or during an investigation. Records are retained for two years after the eligible list for a staffing action expires, or for two years after any other administrative action. Records are then destroyed. ***Bank Number:*** ACO PPU 005

Manuals

- ACOA Security Manual
- Administrative Policy Manual
- Guide on Financial Administration
- Guide to the Preparation of Part III of the Estimates
- Personnel Management Manual
- Policy Management Manual
- Procedures for making submissions to TB and Governor in Council

- Public Accounts
- Receiver General Bulletins and Directives
- Treasury Board Circulars

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Agency and its various programs and functions may be directed to:

Atlantic Canada Opportunities Agency
P.O. Box 6051
Moncton, New Brunswick
E1C 9J8
(506) 858-3845

Reading Room

The library at the agency headquarters has been designated as a public reading room for the purposes of the Access to Information Act. The address is:

Library
3rd Floor
Blue Cross Centre
644 Main Street
Moncton, New Brunswick

Atlantic Pilotage Authority Canada

Chapter 3

General Information

Background

As a result of recommendations made by the Royal Commission on Pilotage in Canada, the Pilotage Act was assented to by Her Majesty and the Governor in Council and proclaimed February 1, 1972.

The Pilotage Act created four pilotage regions with specific authorities, thereby replacing a large number of local pilotage districts. The four pilotage authorities – Atlantic, Laurentian, Great Lakes, and Pacific – are Crown corporations, responsible to Parliament through the Minister of Transport.

The Atlantic Pilotage Authority was incorporated in carrying out the Pilotage Act in 1972, and pursuant to the Financial Administration Act, (Schedule SC 1983-84, 31) was designated a Schedule III Part I Crown corporation.

Responsibilities

The role of the Authority is to establish, operate, maintain and administer, in the interest of safety, an efficient and economical pilotage service within its geographical boundaries – all coastal waters in the Atlantic region. As a further goal, the authority prescribes tariffs of pilotage charges that are fair, reasonable and consistent with providing revenues sufficient to permit the Authority to operate on a self-sustaining financial basis.

Legislation

- Atlantic Pilotage Regulations
- Authority By-Laws
- Canadian Shipping Act
- General Pilotage Regulations
- Pilotage Act

Organization

Administration Division: provides administrative and financial services as required to operate within accepted corporate business procedures.

Operations Division: provides pilotage services by assigning and dispatching qualified pilots to ships navigating within the boundaries of the Atlantic Pilotage Authority.

Information Holdings

Program Records

Pilotage Services

Description: Information on the provision of pilotage services within the Atlantic region. *Topics:* Dispatching records; pilotage licences; tariff charges; assignments of pilots to vessels; accident reports; collective agreements; international shipping affairs. *Program Record Number:* APA OPD 005

Tariffs

Description: Information on the setting of tariffs for the provision of pilotage services; also the conduct and results of negotiations concerning the setting of tariffs in various districts throughout the region as well as results of National Transportation Agency of Canada hearings. *Program Record Number:* APA OPD 010

Personal Information Banks

Service Contracts

The purpose of this bank is to maintain information on the tenders and award of contracts for the supply of such services as land and water transportation. The files contain the list of prospective tenderers; the tenders submitted; an analysis of the tenders received; documentation leading to the award of the contract; and the signed contract between the contractor and the Authority. The files may be referred to for future contracts. The retention period for service contracts is ten years. Access to this bank will require the contract number and description of the service. *Bank Number:* APA PPU 005

Accounts Receivable Files

The purpose of this bank is to maintain information on sums of money owing to the Authority. Files contain the names and addresses of firms and individuals; details of the amount owing; and any supporting documentation to substantiate the account. Manual files exist to maintain hard copy documentation. The retention period is seven years. Access to this bank will require name and address. *Bank Number:* APA PPU 010

Accounts Payable Files

The purpose of this bank is to maintain information on the payment of accounts to firms or individuals for services or products provided to the Authority. Files contain the names and addresses of firms and individuals; and invoices for services rendered or products provided detailing the amount owing and any supporting documentation to substantiate the account. Original accounts payable vouchers, together with supporting documentation, are maintained in hard copy and are filed by date of payment. The retention period for original accounts payable vouchers, together with supporting documentation, is seven years. Access to this bank will require name, address and date of account. ***Bank Number:*** APA PPU 015

Application for Employment File

The purpose of this bank is to maintain a record of information relating to applications for employment received from the general public. This bank contains completed application forms, letters and curricula vitae of persons interested in working for the Authority. The retention period for this bank is ten years. Access to this bank will require name, address and date of birth. ***Bank Number:*** APA PPU 020

Register of Pilots

The purpose of the bank is to retain a register of certificates and qualifications required under the Pilotage Act. This bank contains information on physical characteristics, licences, certificates, and accidents of pilots. The retention period for this bank is indefinite. Access to this bank will require name and address. ***Bank Number:*** APA PPU 025

Manuals

- Accounting Procedures
- Administrative Directives
- Pilotage Tariffs
- Accident Reports and Investigations
- Collective Agreements
- Dispatching Procedures
- Pilot Licence Register
- Service Contracts
- Working Rules

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Authority and its various programs and functions may be directed to:

Atlantic Pilotage Authority
Bank of Montreal Tower, Suite 1203
5151 George Street
Halifax, Nova Scotia
B3J 1M5

(902) 426-2550

Reading Room

An area on the premises of this institution has been designated as a public reading room according to the provisions of the Access to Information Act. The address is:

Suite 1203
5151 George Street
Halifax, Nova Scotia
B3J 1M5

Atomic Energy Control Board

Chapter 4

General Information

Background

The Atomic Energy Control Board (AECB) was established in 1946 by the Atomic Energy Control Act.

Responsibilities

The AECB is the federal regulatory agency responsible for the control of health, safety, and national and international security aspects of prescribed nuclear energy substances and items, and nuclear facilities. The AECB is also responsible for the administration of the Nuclear Liability Act. The Board reports to Parliament through the Minister of Energy, Mines and Resources, and is a departmental corporation within the meaning and purpose of the Financial Administration Act.

Legislation

- Atomic Energy Control Act, R.S.C., 1985, chapter A-16
- Nuclear Liability Act, R.S.C., 1985, chapter N-28

Organization

The Board consists of five members. One of these members is appointed President and Chief Executive Officer of the AECB and is the only full-time member. Reporting to the President are the Secretariat, the Directorate of Reactor Regulation, the Directorate of Fuel Cycle and Materials Regulation, the Directorate of Research and Safeguards, the Directorate of Analysis and Assessment, and the Directorate of Administration.

■ Secretariat

The Secretariat is responsible for the functions of Secretary to the Board, the dissemination of information to the public and the media, and administrative and scientific support to two independent advisory committees dealing with radiation protection and nuclear safety. It is also responsible for corporate planning, coordination of policy development, implementation of internal audit and program evaluation plans, as well as liaison with provincial, federal and international agencies, including the Minister's Office. Administration of the Nuclear Liability Act and compliance with the provisions of the Access to Information Act and the Privacy Act rest with the Secretariat. The Secretariat consists of the Office of the Secretary to the Board, the Office of Public Information, the Planning and Coordination Section, and the Advisory Committee Secretariat.

■ Directorate of Reactor Regulation

The Directorate is responsible for the regulation of power and research reactors, heavy water plants and for examining the qualifications of reactor operators. The Directorate consists of Power Reactor Divisions 'A' and 'B', Operator Certification Division, and the Studies and Codification Division.

■ Directorate of Fuel Cycle and Materials Regulation

The Directorate is responsible for the regulation of uranium mines and mills, refineries, and conversion plants; nuclear fuel fabrication plants; radioactive waste management facilities; accelerators; and the use of radioisotopes. Additional responsibilities of the Directorate include the analytical laboratory facilities and compliance inspection services, and regulating the transport packaging of radioactive materials. The Directorate consists of the uranium Facilities Division, the Waste Management Division, the Compliance Services and Laboratory Division, and the Radioisotope and Transportation Division.

■ Directorate of Research and Safeguards

The Directorate is responsible for the initiation and management of projects in the mission-oriented research and support program that is designed to provide information for use in the AECB's regulatory functions. The Directorate also administers the implementation of domestic and international nuclear materials safeguards programs, and the Canadian Safeguards Support Program. The Directorate consists of the Safeguards and Security Division, and the Research and Supports Divisions 'A' and 'B'.

■ Directorate of Analysis and Assessment

The Directorate is responsible for the detailed review and assessment of the arguments submitted by licensees (primarily for reactors) to demonstrate the safety of their designs, the adequacy of their quality assurance, and the protection from radiation hazards threatening both workers and the environments. The Directorate is also responsible for the development of standards and guidelines for radiation protection. The Directorate consists of the Safety Evaluation Division, the Components and Quality Assurance Division, and the Radiation Protection Division.

■ Directorate of Administration

The Directorate is responsible for the administration of the AECB's human, information, financial and physical resources. The Directorate consists of the Personnel Section, the Finance Section and the Information Management Section.

Information Holdings

Program Records

Accelerator Facilities

Description: Information on licensed accelerator and particle accelerator facilities in Canada. *Topics:* Main facility; neutron generator; drawings; safety reports; cyclotron; Tandem and Van de Graaff; Linac; Betatron. *Program Record Number:* AEB DFC 080

Associations, Societies and Institutions

Description: Information on professional organizations with which the AECB consults on matters related to nuclear energy. *Topics:* Standards-writing organizations – Canadian Standards Association, Canadian Nuclear Association, International Atomic Energy Agency. *Program Record Number:* AEB DRR 115

Atomic Energy Control Regulations

Description: The regulations pursuant to the Atomic Energy Control Act as they apply to prescribed substances and items, nuclear facilities, the appointment of inspectors and inspections of licensees, security of nuclear material and information related to the nuclear fuel cycle, radiological occupational health and safety of atomic radiation workers, the appointment of medical advisers, and protection of the public and the environment. *Program Record Number:* AEB SEC 235

Atomic Energy Legislation

Description: Information on the Atomic Energy Control Act and amendments. *Program Record Number:* AEB SEC 230

Atomic Energy of Canada Limited (AECL) – Licensing

Description: General licensing information on nuclear facilities operated by Atomic Energy of Canada Limited. *Topics:* Reactors – NRX, ZEEP, NRU, ZED 2, Whiteshell, Slowpoke. *Program Record Number:* AEB DRR 060

Canadian Uranium Policy

Description: The Canadian uranium policy on exports, anti-trust matters and nuclear energy. *Program Record Number:* AEB DRS 130

Coordination and Planning

Description: Information on the Board's internal and external coordination and planning. *Program Record Number:* AEB SEC 205

Committees

Description: Information on actions, proposals and recommendations of the Advisory Committee on Radiological Protection (ACRP) and the Advisory Committee on Nuclear Safety (ACNS). Information on committees in which AECB staff are active. *Program Record Number:* AEB SEC 025

Computer Codes

Description: Information on computer codes used in reactor operations. *Topics:* Atmospheric dispersion; reactor physics; thermal hydraulics; fuel behaviour; containment. *Program Record Number:* AEB DAA 100

Domestic Reactors

Description: Information on the reactors currently in use in Canada. *Topics:* Licence of the facility; fuel; operation; reactor operators; accountability and operational procedures; AECB officers; significant events and incident reports; systems and equipment, proposed changes approved; proposed changes for information; radiological protection; emergency procedures; safeguards; in-service inspections and quality assurance. *Program Record Number:* AEB DRR 055

Emergency Planning Activities

Description: Information on emergency planning activities. *Topics:* Federal procedures; coordination of federal, provincial and international procedures. *Program Record Number:* AEB SEC 210

Federal Departments

Description: General information on liaison with other federal departments and agencies. *Program Record Number:* AEB SEC 225

Foreign and Marine Reactors

Description: Reactors in the U.S.; marine reactors; foreign reactors outside the U.S. *Program Record Number:* AEB DRR 065

Foreign Governments

Description: Information on all foreign governments with which Canada has been or is involved in the nuclear field. *Topics:* International nuclear safeguards; export-import controls; various reports dealing with the preceding subjects from foreign countries. *Program Record Number:* AEB DRS 120

Fuel Processing Facilities

Description: Information on fuel processing facilities in Canada. *Topics:* Operation; licensing; compliance inspections; radiation exposure data. *Program Record Number:* AEB DFC 200

Health Physics

Description: Information on health physics and radiation protection, as well as radiation dose limits, personal dosimetry and instrumentation, protective clothing, radiation protection training and laboratory facilities and equipment. *Program Record Number:* AEB DAA 245

Heavy Water Plants

Description: Information on the safety assessment of design and operation of heavy water plants. *Program Record Number:* AEB DRR 105

Heavy Water Plants

Description: Information on heavy water plants in Canada. *Topics:* Operations; licensing; compliance inspections; emergency procedures; quality assurance; standards and guides; safety assessments; new processes. *Program Record Number:* AEB DRR 195

Inspections
Description: Information on regular inspections of reactors in service, scheduling of up and down time and computer codes used in operation. *Topics:* Reactor-in-service inspections; materials; ferrous and non-ferrous metals, corrosion; wear and welding. *Program Record Number:* AEB DRR 045

Inspections
Description: Information on inspections, field instrumentation and special investigations. *Program Record Number:* AEB DFC 180

International Organizations
Description: Information on international organizations in the nuclear energy field. *Topics:* International safeguards; export-import control; technical reports and reviews on nuclear reactors; safeguards; quality assurance; radioactive waste management; nuclear fuel development; international organizations – Organization for Economic Co-operation and Development, International Energy Agency, European Economic Community, International Atomic Energy Agency, Nuclear Energy Agency, and the Scientific Advisory Committee of the International Atomic Energy Agency. *Program Record Number:* AEB SEC 215

Licensing
Description: Information on licensing of reactors and sites by the AECB. *Program Record Number:* AEB DRR 035

Mining, Exploration and Prospecting
Description: Information on every uranium mining and milling facility in Canada. *Topics:* Operation; licensing; requirements; health and safety BF personal, environmental and workplace monitoring, personnel exposure data; compliance inspections; mining and milling. *Program Record Number:* AEB DFC 185

Nuclear Devices
Description: Information on manufacturers of nuclear devices. *Topics:* Luminous devices; watches; exit signs; cardiac pacemakers; smoke detectors; therapy units; static eliminators. *Program Record Number:* AEB DFC 165

Nuclear Liability
Description: Information on the Nuclear Liability Act and its association with the Canadian nuclear program; also insurance aspects of nuclear liability. *Program Record Number:* AEB SEC 220

Organization and Functions
Description: Information on AECB activities *Topics:* Organization of the Board; appointments; significant development reports; meetings of internal heads of directorates or sections; annual reports; Policy and Practices Manual; Administrative Policy and Procedures Manual; and Minister's briefings. *Program Record Number:* AEB SEC 005

Orientation Facilities
Description: Information on foreign countries interested in purchasing CANDU reactors or technology. *Program Record Number:* AEB DOA 260

Particle Accelerators
Description: General information on particle accelerators. *Topics:* Courses and seminars; standards and guidelines; technical information; and relations with Health and Welfare Canada. *Program Record Number:* AEB DFC 075

Prescribed Equipment
Description: Information on general export control of prescribed equipment, such as nuclear reactors, fuel processing facilities, heavy water plants and nuclear accelerators. *Program Record Number:* AEB DRS 125

Prescribed Substances
Description: Information on prescribed substances, which are defined as radioactive isotopes of all elements and any substances containing such isotopes which are designated as capable of releasing atomic energy. The AECB maintains files on all licensed users and producers of radio-isotopes in Canada. *Topics:* Use; exports; policies; health precautions. *Program Record Number:* AEB DFC 155

Prescribed Substances – Accidents, Unauthorized Uses
Description: Information on situations where possible risk to workers and the public is caused by radioactive contamination and exposure. *Topics:* Contamination of jewellery and pottery; improper safeguards for radio-isotope use BF hospitals, pharmaceutical labs, research labs; transportation accidents; unauthorized uses of radioactive materials; contamination. *Program Record Number:* AEB DFC 175

Provincial Governments
Description: Information on dealings with the provincial governments and two territories. *Program Record Number:* AEB SEC 240

Public Information
Description: Information requests; Federal Identity Program; programs; policies and procedures; projects and publications; public opinion projects; editorial services; translation and revision. *Program Record Number:* AEB SEC 020

Quality Assurance
Description: Information on the overall design quality of nuclear facilities. *Topics:* Standards; manufacturers; manufacturer quality assurance programs. *Program Record Number:* AEB DAA 110

Radiation Protection
Description: Information on radiation protection for workers, public and environment affected by reactor facilities. *Program Record Number:* AEB DRR 040

Radioactive Waste Management Facilities
Description: Information on every radioactive waste management facility in Canada. *Topics:* Low-level

storage; high-level storage; reactor wastes; uranium tailings; chemical treatment; licensing; maintenance; compliance. *Program Record Number:* AEB DFC 190

Reactor Codes and Standards

Description: Quality assurance codes and standards used in the design of nuclear facilities. *Topics:* Components; inspections; quality control; reliability and maintainability of concrete containment structures; protective systems and instrumentation; and seismic design requirements for CANDU. *Program Record Number:* AEB DAA 095

Reactor Operating Training

Description: Information on the training and examination of reactor operators according to AECB standards. *Topics:* Reactor Operating Training; Ontario Hydro, Hydro-Québec, New Brunswick Electric Power Commission. *Program Record Number:* AEB DRR 070

Reactor Personnel

Description: Information on the training and examination of all reactor personnel. *Program Record Number:* AEB DRR 085

Reactor Safety

Description: Information on the development of safety requirements for nuclear facilities. *Topics:* Siting guides; reactor safety criteria. *Program Record Number:* AEB DRR 090

Reactors – General

Description: General information on the operation of reactor facilities. *Program Record Number:* AEB DRR 030

Regulatory Documents

Description: Research contract process (including reports); licensing guides and regulatory standards for the nuclear energy field and prescribed substances. *Topics:* Regulations safeguard; techniques; socio-economic impact analyses. *Program Record Number:* AEB DRS 255

Safeguards

Description: Policies and measures for the non-proliferation of nuclear energy. *Topics:* Domestic and international safeguards; costs; reference documents; instrumentation; inspection procedures; accountability; visits and inventories of nuclear facilities in Canada; safeguards inspectors; special studies on accountability for highly enriched uranium and non-destructive measurement devices. *Program Record Number:* AEB DRS 150

Safeguards Support Program

Description: Research and development contract reports and Safeguard Support Program Reports. *Program Record Number:* AEB DRS 250

Security

Description: Information on the physical security of nuclear facilities and personnel. *Program Record Number:* AEB DRS 140

Steam Rebuild Programs

Description: Information on improvements of original deficient steam generators in some of the reactors. *Topics:* 600MW, 500MW, and 850MW steam generator rebuild programs. *Program Record Number:* AEB DRR 050

Transportation

Description: Policies, regulations and practices for the safe handling and transportation of radioactive materials in Canada and abroad. *Topics:* Shipping regulations; labelling requirements for radio-isotopes; transportation of radioactive waste; liability insurance; regulations for all modes of transportation BF air, road, rail and marine; certificates; Canada Post Corporation; emergency procedures; accidents and standards; transportation of nuclear materials to and from foreign countries; endorsements from foreign countries for shipping containers; technical aspects of shipping, containers and testing programs. *Program Record Number:* AEB DFC 160

United Nations Disarmament Commission

Description: Information on the United Nations Non-Proliferation Treaty on Nuclear Weapons, international safeguards, international agreements and various United Nations committees on nuclear energy. *Program Record Number:* AEB DRS 145

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting
Acts and Legislation
Administration
Administration and Management Services
Audits
Budgets
Buildings
Buildings and Properties
Classification of Positions
Cooperation and Liaison
Employment and Staffing
Equipment and Supplies
Finance
Furniture and Furnishings
Human Resources
Occupational Health, Safety and Welfare
Office Appliances
Official Languages
Pensions and Insurance
Personnel
Procurement
Salaries and Wages

Staff Relations
Training and Development
Vehicles

Personal Information Banks

Access Request Data Bank

This bank contains the access request forms sent by individuals requesting access to their files, the replies to such requests and information related to their processing. It is used for processing access requests only, and to report on the number of access requests received annually. Files will be kept for two years. ***Bank Number:*** AEB PPU 045

Applications for Employment

This bank exists to maintain an inventory of applicants from the general public or the federal government for employment with the AECB. It includes correspondence, applications for employment, curricula vitae, interview data, and other personal information. This bank is used to identify applicants, their skills and abilities, work histories, and education, for possible future appointments to the Board staff. Records are retained in the bank for one year. ***Bank Number:*** AEB PPU 035

Examinations and Results

This bank maintains a record of the examinations given to personnel at nuclear reactor facilities. Data include names of individuals, titles of examinations written and results in terms of success or failure. The AECB sets these examinations to ensure that the requirements for operating personnel are met. Records are retained in the bank for an indefinite period. ***Bank Number:*** AEB PPU 015

Health and Safety Regulations: Inspection Officers

This bank may contain data on nationality, age, sex, education and special training, and employment history, as well as correspondence with provinces leading to appointments. There may be sensitive material relating to federal-provincial negotiations for service. The purpose of the bank is to record information relating to the appointment of employees of provincial government departments or health institutes, to act as inspectors under the Atomic Energy Control Regulations. The bank provides an up-to-date identification of individuals appointed as inspectors. Records are held during tenure of appointment, and for two years subsequently, after which they are sent to the National Archives of Canada. ***Bank Number:*** AEB PPU 010

Health and Safety Regulations: Medical Advisers

The bank contains names and details concerning present employment and area of jurisdiction, and communications between the AECB and parent agencies or the individuals prior to appointment. Individuals this bank relates to are all qualified medical officers, who may be from provincial government departments, hospitals, institutions, or the federal service. The purpose of the bank is to record information on the appointment of medical advisers to the AECB. The bank provides an up-to-date status of individual appointments by name. Records are retained during tenure of appointment, and for two years subsequently; they are then sent to the National Archives of Canada. ***Bank Number:*** AEB PPU 005

Personal Service Contract Files

The bank includes basic personal data, subject matter and terms of contract. The purpose of the bank is to maintain an accurate account of all payments made under personal service contracts. The primary use of the bank is to record negotiations between the AECB and the individuals concerned. Records will be retained in the bank for an indefinite period. ***Bank Number:*** AEB PPU 040

Reactor Operators and Training

Data in this bank include a record of correspondence, details of education and experience, and basic personal information. The purpose of the bank is to provide an accurate and up-to-date record of all information on authorizations and appointments of individuals to designated positions at nuclear generating stations and research reactor sites. Records are maintained in the bank for an indefinite period. ***Bank Number:*** AEB PPU 020

Reactor Personnel

Data include summaries of the individual's examination results, copies of all authorizations issued for the appointment of the individual to designated positions, and correspondence specifically relating to the individual. The purpose of the bank is to maintain a record of each individual's examination and authorization for designated appointments at nuclear reactor facilities. Records are retained for an indefinite period. ***Bank Number:*** AEB PPU 025

Temporary Assistance Records

Names, addresses, social insurance numbers, invoices or time sheets pertaining to the individual's period of employment with the AECB. The purpose of the bank is to maintain an inventory of all temporary assistance agencies and individuals as their services are required by the Board. The primary use of the bank is to keep an accurate record of the agencies and terms of employment as required, on the basis of verification of accounts. Records are retained in the bank for three years. ***Bank Number:*** AEB PPU 030

Manuals

- AECB Official Languages Policies – Compendium
- AECB Policy Statements Manual
- New Employee Information Booklet
- Audit Manual
- EDP Operations Manual
- AECB File Index
- Financial Management Manual
- Multi-Year Operational Plan
- Nuclear Liability Operations Manual
- Operational Plan Framework
- Personnel Manual
- Style Manual
- AECB Information Classification and Designation Guide.

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for technical information and enquiries concerning the AECB's role, programs and services may be directed to:

Office of Public Information
Atomic Energy Control Board
P.O. Box 1046, Station B
Ottawa, Ontario
K1P 5S9
(613) 995-5894

Reading Room

In accordance with the Access to Information Act, the AECB's library and public documents room have been designated as reading rooms. They are located at:

270 Albert Street

Ottawa, Ontario.

Bank of Canada

Chapter 5

General Information

Background

The Bank of Canada is Canada's central bank. It was incorporated in 1934 under the Bank of Canada Act which charges it with the responsibility to regulate "credit and currency in the best interests of the economic life of the nation, to control and protect the external value of the national monetary unit and to mitigate by its influence fluctuations in the general level of production, trade, prices and employment, so far as may be possible within the scope of monetary action, and generally to promote the economic and financial welfare of the Dominion."

Responsibility for the affairs of the Bank rests with a board of directors composed of the Governor, the senior deputy governor and 12 directors, appointed by the government for three-year terms. The Deputy Minister of Finance sits on the board but does not have the right to vote. The Governor is the chief executive officer of the Bank and handles the direction and control of the Bank's affairs.

Responsibilities

The primary function of the Bank of Canada is set out above. The Act also confers certain powers which, together with provisions in other legislation, enable the Bank to exercise a broad controlling influence over the growth of money and credit in Canada and thereby affect levels of spending and economic activity. Other responsibilities include acting as an adviser and as a fiscal agent to the Government of Canada in the receipt and disbursement of payments, in the operation of the Exchange Fund Account on behalf of the Minister of Finance, and in the issuance, administration and servicing of the government's outstanding debt. The Bank of Canada has the sole right to issue notes intended for circulation in Canada; the issue of coins is the responsibility of the Royal Canadian Mint.

Legislation

- Bank Act
- Bank of Canada Act
- Currency Act
- Financial Administration Act

Organization

■ Securities Department

This department has both operational and analytical duties. Its most important operational functions are to help implement monetary policy through adjustments in excess chartered bank cash reserves or through open market operations, and to issue Government of Canada securities treasury bills, marketable bonds and Canada Savings Bonds both domestically and abroad.

Its analytical function is to monitor conditions in financial markets, forecast key financial flows and study financial relationships relevant to securities markets. The results are communicated to the Bank's senior officers for their use in formulating monetary policy, advising government on matters related to debt management, and influencing the development of capital market structures appropriate to Canadian needs.

■ Research Department

This department's primary responsibility is to assess the significance of current economic developments and prospects in Canada and the United States and to keep Bank management fully informed about them. An aspect of this responsibility is to seek further understanding of the operation of the economy and of public policies which are, or could be, employed in an attempt to regulate it.

■ Department of Monetary and Financial Analysis

This department is responsible for monitoring and analyzing the behaviour of the chartered banks, other financial institutions and capital markets in response to monetary policy and other forces at work in the financial system.

■ International Department

The principal responsibilities of this department include the conduct of foreign exchange operations as fiscal agent for the government and the Bank, and analyses of current and prospective developments in exchange markets, the Canadian balance of payments, economic activity overseas and the international payments system.

■ Department of Banking Operations

The overall responsibility of the Department is to provide efficient and effective service to other central banks, international financial organizations, the Government of Canada, chartered banks, trust companies and all other financial organizations. Its responsibilities include the security and administration of valuables such as gold, securities and currency. The Department also provides fiscal functions for which the Bank of Canada acts as an agent for the Government of Canada. These functions include the clearing of government obligations and receiving deposits for the account of the Government of Canada. The Department has agencies or branches in Vancouver, Calgary, Regina, Winnipeg, Toronto, Ottawa, Montreal, Saint John and Halifax.

■ Public Debt Department

This department is responsible for the administration of direct and certain guaranteed debt issues of the Government of Canada. Its functions include obtaining and distributing supplies of debt certificates, the maintenance of registers and records for control purposes, the payment of interest and the retirement of the debt.

■ Comptroller's Department

The Comptroller's department is responsible for the internal financial functions of the Bank, such as the processing, monitoring and reporting of receipts and payments for management and statutory reporting requirements. These responsibilities involve the coordination of the annual planning budgeting exercise and subsequent control, processing payments for goods, services, payroll and unclaimed balances, recording transactions for administrative expenditures and market operations, accounting for and reporting the Bank's financial position, and keeping records of items in safekeeping.

■ Administrative Departments

The Secretary's department provides corporate secretary support to the Bank's Board of Directors and Management Committee. The department also responds to enquiries from the public, and provides specialized advice, information and support services internally. The department manages the Currency Museum, which displays artifacts from the National Currency Collection. Other administrative departments providing advice and services to support the management of the Bank are: the Audit, Automation Services, Personnel and Premises Management departments.

Information Holdings

Program Records

■ Securities Department

Canada Savings Bonds - General

Description: Information on the payment of various fees to companies involved in the sale of Canada Savings Bonds; also reports on the monitoring and analysis of the results of the sale of Canada Savings Bonds. *Topics:* Canada Savings Bonds arrangements; commissions; redemptions; studies; surveys; reports; payroll savings plan; advertising; campaigns; public relations. ***Program Record Number:*** BOC SEC 040

Canada Savings Bonds - Sales and Issuing Agents

Description: The administrative arrangements between the Bank of Canada and eligible Canada Savings Bond (CSB) sales agents. *Topics:* Sales agents; issuing agents; trust companies; trust companies - non-listed; CSB sales agents other than trusts; issuing agents other than trusts and banks. ***Access:*** Files arranged by company. ***Program Record Number:*** BOC SEC 045

Capital Markets

Description: Reports of economic and financial developments in the Atlantic region of Canada; also activities of various organizations that relate to capital market developments of interest to the Bank of Canada. *Topics:* Capital market coverage; government regulatory bodies. ***Program Record Number:*** BOC SEC 005

Chartered Bank Cash Management

Description: Information relating to the cash reserve management operations of the Bank of Canada and the chartered banks; the assets and liabilities of the Bank of Canada; and the characteristics of the institutional relationship within the clearing and settlement system. *Topics:* Advances; cash reserves; reserve requirements; clearings and payments system; underbought/overbought position; Government of Canada deposits; note circulation; statements; compensation to financial institutions; chartered banks; Bank of Canada balance sheets; direct clearing members of the Canadian Payments Association; Zero Reserve Operations. ***Access:*** Files arranged by subject and institution. ***Program Record Number:*** BOC SEC 035

Domestic Financing - General

Description: The release of general information outlining the terms and conditions of Government of Canada new loan issues. *Topics:* New loan and bond auction press releases; prospectuses; confirmation of offering; procedures; allotments; participation; statements. ***Program Record Number:*** BOC SEC 050

Domestic Financing - Matured Government of Canada Loans and Canada Savings Bonds

Description: Historical statistical information on the administrative details of each Government of Canada loan operation; used as research material for current borrowing operations. *Topics:* Loans. ***Access:*** By name or maturity. ***Storage Medium:*** Microfilm. ***Program Record Number:*** BOC SEC 055

Government of Canada Cash Projections and Debt Management Planning

Description: Information on the preparation of the Bank of Canada's projection of the Government of Canada's cash balances and the monitoring and analysis of government spending patterns. *Topics:* Federal budget and estimates; Bank of Canada projections; government cash reports; other projection reports; public accounts analysis - budgetary and non-budgetary; provincial and municipal reports. ***Access:*** Files arranged by subject, region, institution and government department or agency. ***Program Record Number:*** BOC SEC 065

Government of Canada - Foreign Financing

Description: Legal documentation for Government of Canada foreign loans and standby credit facilities. Statistical information used to monitor and analyze developments in international capital markets. Statistical and administrative documentation of the procedures undertaken by the Government of Canada to borrow abroad. *Topics:* Government of Canada foreign loans issued; standby credit facilities; foreign underwriters. ***Access:*** Files arranged by loan and issue date and by company. ***Program Record Number:*** BOC SEC 060

Money Market Analysis and Primary Distribution

Description: Information on the general financial market activity of various institutions and organizations with particular emphasis on the money market arrangements (with Bank of Canada) and money market activity of banks and investment dealers. *Topics:* Industries and associations; Financial Research Foundation of Canada; financial institutions; stock exchanges; insurance companies; mortgage companies; finance companies; non-financial institutions; primary distributors; jobber money market report; municipal financing; banker's acceptances; mergers of companies and organizations; brokers. *Access:* Files arranged by subject and company. *Program Record Number:* BOC SEC 010

Open Market Operations and Securities Market Analysis

Description: Statistical and analytical information relating to financial markets. *Topics:* Interest rates; treasury bills; comments on markets; purchase and resale agreements; stock averages and prices; short-term paper; bond quotations; issues placements; bond prices; yields and quotes; securities transactions; holdings of securities; U.S. securities; Bank of Canada portfolio; provincial, corporate and municipal markets; interest rate futures; client transactions. *Storage Medium:* Microfilm. *Program Record Number:* BOC SEC 030

Primary Distributors - Dealers

Description: Reports on the volumes of transactions in the Canadian securities markets - used to assess the level of activity in Canadian securities markets. *Topics:* Dealers by name. *Access:* Files arranged geographically and by company. *Program Record Number:* BOC SEC 020

Primary Distributors - Jobbers

Description: Information on the financial arrangements between the Bank of Canada and major Canadian investment dealers relating to money market activities. *Topics:* Jobbers. *Access:* By name. *Program Record Number:* BOC SEC 015

Primary Distributors - Statistics

Description: Detailed statistical information on the levels of participation by each Canadian investment dealer in each Government of Canada loan. *Topics:* Jobbers and dealers by name. *Access:* Files arranged by institution, company and region. *Program Record Number:* BOC SEC 025

Special Studies and Analysis

Description: Studies and analyses of the various techniques used to implement monetary policy, debt management and securities market strategy. *Topics:* Debt management analysis; cash reserve management studies; interest rate analysis; macroeconomics policy papers; capital market analysis; money market analysis; Canada Savings Bond analyses and surveys; studies on inflation; marketing government debt. *Program Record Number:* BOC SEC 070

■ Research Department

Current Analysis and Economic Developments

Description: Interpretation of current economic data for Canada and the United States, and analysis of the economic implications of current economic developments. *Topics:* Current analysis; National Accounts; economic cycles/indicators; conferences; consumption/saving; housing; investment/inventories/cost of capital; supply and demand for labour; wages; prices (inflation); direct taxes; indirect taxes and subsidies; foreign sector; financial sector; productivity; production functions; capacity utilization; economic potential; income distribution; United States; regions of Canada; industries; rest of the world; Canadian farm sector; world energy markets; resource sector (other than farm and energy); demographics; world commodity markets; Canadian energy sector; exchange rates; interest rates. *Access:* Files are arranged by subject. *Program Record Number:* BOC RES 081

General Economic Analysis - Theory and Models

Description: Information on the structure and use of Bank of Canada econometric models, and other analyses of the structure and behaviour of economies. *Topics:* Theory; input/output; economic cycles/indicators; history; conferences; consumption/saving; investment/inventories/cost of capital; supply and demand for labour; wages; prices (inflation); direct taxes; indirect taxes and subsidies; foreign sector; financial sector; productivity; production functions; capacity utilization; economic potential; income distribution; United States; regions of Canada; industries; rest of the world; Canadian farm sector; world energy markets; resource sector (other than farm and energy); models in general; RDX2; RDXF; SAM; demographics; world commodity markets; Canadian energy sector; exchange rates; interest rates. *Access:* Files are arranged by subject. *Program Record Number:* BOC RES 086

Projections, Policy Simulations and Policy Analysis

Description: Economic projections for the Canadian and United States economies, information on the use of econometric models for analysis of alternative macroeconomic policies, and other policy analyses. *Topics:* Staff projections; price and incomes policy; market structure policy; government expenditures and transfers; government finance; monetary policy; fiscal policy; exchange rates; interest rates. *Access:* Files are arranged by subject. *Program Record Number:* BOC RES 076

Quantitative Methods, Computer and Data (Sources and Methods)

Description: Descriptions of research methods, data construction and computer systems. *Topics:* Econometrics; programming and computer systems; time series analysis; input/output; National Accounts; demographics; general methodology. *Access:* Files are arranged by subject. *Program Record Number:* BOC RES 096

Reviews and Comments on External Documents

Description: Reviews and/or comments on external documents received by the Bank of Canada. *Topics:* Documents from Department of Finance, Economic Council of Canada, Statistics Canada, The Conference Board of Canada, various other Canadian government departments, provincial governments, private sector organizations, American organizations (e.g. DRI, Conference Board), international organizations (e.g. IMF, OECD); academic publications or discussion papers. *Access:* Files are arranged by subject. *Program Record Number:* BOC RES 091

■ Department of Monetary and Financial Analysis

Canadian Institutions and Financial Sector Automation

Description: Information on the payment systems of major Canadian institutions. *Topics:* Chartered banks and savings banks; trust and mortgage loan companies; credit unions and caisses populaires; provincial government savings institutions; Canadian government departments and agencies; retailers; communications carriers; protocols. *Access:* Files arranged by company. *Program Record Number:* BOC MFA 155

Chartered Bank Analysis

Description: Information on balance-sheet and income statements of chartered banks and descriptive and econometric analysis of the banking system. *Topics:* Canadian dollar assets; Canadian dollar liabilities; foreign currency business and operations abroad; earnings, expenses and balance of revenue; chartered bank operations through affiliates; financial data supplied by chartered banks. *Storage Medium:* EDP systems. *Program Record Number:* BOC MFA 105

Consumer Credit Markets

Description: Information collected by the Bank of Canada or Statistics Canada on the consumer debt held by financial institutions; also analyses of consumer credit markets. *Topics:* Consumer credit data; Statistics Canada data. *Program Record Number:* BOC MFA 125

Domestic Payment System

Description: Information on planning in the Canadian payments system as it evolves towards more electronic methods. *Topics:* Canadian clearing system; task forces and committees; Canadian Computer Communications Task Force; Working Group 3 study; payments system policy; Canadian Payments Association. *Program Record Number:* BOC MFA 160

Econometric Analysis and Background Studies

Description: Econometric models of financial markets, econometric analysis of the demand for financial assets, econometric investigation of financial-real linkages and general information on recent developments in econometric techniques. *Topics:* Econometric analysis of the monetary system; econometric models of markets; econometric models on financial-real linkage; technical support studies and special projects. *Storage Medium:* EDP systems. *Program Record Number:* BOC MFA 140

Financial Flows and Forecasting

Description: Information on the flow of credit between broad sectors of the economy; summary tables published semi-annually in the Bank of Canada Review. *Topics:* Financial flows matrix; credit market summary tables; sectoral analysis; financial markets projections. *Access:* Files arranged by subject, sector and financial instrument. *Program Record Number:* BOC MFA 135

Interest Rates

Description: Statistical information on market and administered rates in Canada and abroad; also analytical material related to interest rates, such as analyses of the term structure, of real interest rates, and of the relationship between interest rates and inflation. *Topics:* Canadian financial institutions' interest rates; Canadian securities market interest rates; American interest rates; European interest rates. *Program Record Number:* BOC MFA 130

International Payments System

Description: Information on international payments system automation research and planning. *Topics:* Bank for International Settlements (BIS); central banks; International Standardization Organization (ISO) - automation standards; Society for World-Wide Inter-bank Financial Telecommunications (SWIFT). *Program Record Number:* BOC MFA 165

Monetary Policy

Description: Technical and econometric analyses of the role of monetary and credit aggregates as targets or indicators of monetary policy, as well as some analyses of the importance of international linkages in the conduct of monetary policy. *Topics:* Bank of Canada balance sheet data; instruments of monetary policy; targets and indicators of monetary policy; international aspects of monetary policy. *Program Record Number:* BOC MFA 100

Mortgage Market

Description: Information on mortgage loan approvals and mortgages outstanding held by financial institutions collected for the most part from published sources; also analyses of the mortgage market. *Topics:* Private institutional lenders; government lenders; new housing; existing housing. *Program Record Number:* BOC MFA 120

Non-bank Financial Intermediaries

Description: Balance-sheet data and analyses of the non-bank financial institutions. *Topics:* Trust and mortgage loan companies; credit unions and caisses populaires; sales finance and consumer loan companies; affiliates of foreign banks; life insurance companies; Quebec Savings Bank; provincial savings offices. *Program Record Number:* BOC MFA 110

Non-financial Private Sector

Description: Information on financial transactions of the non-financial private sectors of the economy (households, non-financial businesses) and their relationship to savings and investment. *Topics:* Persons and unincorporated business; financial assets and liabilities; foreign and international institutions; non-financial corporations. *Access:* Files arranged by sector. *Program Record Number:* BOC MFA 115

Role of Banks in Providing Computer Services

Description: Research performed by the Canadian Computer Communications Task Force and the Interdepartmental Steering Committee on the electronic payments system. *Topics:* Task forces and committees; computer services offered by financial institutions; computer services bureaus. *Program Record Number:* BOC MFA 170

Surveys, Reports and Returns

Description: Information on the collection of financial data required for the monitoring and analysis of financial developments. *Topics:* Reports and returns - trust companies, mortgage loan companies, non-financial companies, sales finance and consumer loan companies, affiliates of foreign banks; credit unions. *Access:* Files arranged by company or organization. *Program Record Number:* BOC MFA 150

United States and other Non-Canadian Financial Developments

Description: Information on American monetary policy and recent and projected financial developments in the U.S. and rest of world. *Topics:* United States - monetary policy and regulations, banking system; securities markets; thrift institutions and mortgage market; financial commentaries; financial data. *Program Record Number:* BOC MFA 145

■ International Department

Balance of Payments by Geographical Area

Description: Statistical reports and other information used in monitoring and analyzing the balance of payments transactions by geographical area. *Topics:* Canada and the U.S.; reconciliation of Canada-U.S. balance of payments statistics. *Access:* Files arranged by subject and country. *Program Record Number:* BOC INT 265

Balance of Payments - Capital Account

Description: Statistical information, reports and studies used to monitor and analyze the capital account of the balance of payments. *Topics:* Statistics, reports and commentaries; long-term capital; short-term capital flows through the chartered banks; short-term capital flows through non-bank channels; international indebtedness position. *Program Record Number:* BOC INT 255

Balance of Payments - Current Account

Description: Statistical information, reports and studies used to monitor and analyze the current account of the balance of payments. *Topics:* Merchandise trade account; current account - services, transfers; merchandise exports - total, by commodity; merchandise imports - total, by end-use. *Program Record Number:* BOC INT 250

Balance of Payments - Free Trade

Description: Statistical information, reports and studies on free trade. *Topics:* Canada - U.S. Free Trade Agreement (CAFTA); North American Free Trade Agreement (NAFTA); Free Trade - manufacturing industries, financial services. *Program Record Number:* BOC INT 256

Balance of Payments - International Macroeconomics

Description: Statistical information, reports and studies on international macroeconomics. *Topics:* Transmission mechanisms and interdependence: theory; policy co-ordination and co-operation; empirical studies of interdependence; empirical studies on trade. *Program Record Number:* BOC INT 257

Balance of Payments - Policies

Description: Statements and studies of government policies relating to the balance of payments. *Topics:* Policies - merchandise trade, long-term capital flows, short-term capital flows. *Program Record Number:* BOC INT 240

Balance of Payments - Summaries

Description: Statistical documentation and information on concepts and econometric methods used in the analysis and projections of the balance of payments. *Topics:* Correspondence; statistical information and publications; EDP data management; measurement concepts; briefing notes and projections; projection methodology and documentation; analytical memoranda. *Program Record Number:* BOC INT 245

Bank for International Settlements

Description: Information on meetings at the Bank for International Settlements (BIS), the work of various BIS committees and the provision of Eurocurrency statistics. *Topics:* Gold and Foreign Exchange Meetings; Meetings of Computer and Databank Experts; Concertation Meetings; Committee on Banking Regulation and Supervision; multilateral surveillance statistics meetings; Standing Committee on Eurocurrency Market; Eurocurrency statistics; bridge financing - credit facility. *Access:* Files arranged by subject, committee and country. *Program Record Number:* BOC INT 235

Contacts

Description: Information on various contacts of the Bank of Canada with institutions and organizations in the foreign exchange area in Canada and abroad, principally as an aid to monitoring and analyzing developments in exchange markets. *Topics:* Legislation and bank reporting; Canadian Bankers' Association; general brokerage services; Canadian chartered banks; central banks and monetary authorities; arrangements among central banks; foreign commercial banks; federal and provincial agencies and Crown corporations; non-bank financial institutions; non-financial institutions. *Program Record Number:* BOC INT 200

Developments in Foreign Countries

Description: Information on current economic and financial developments in overseas countries, including relations with the International Monetary Fund (IMF), economic projections for major industrial countries, international comparisons, press reports on developments in overseas countries, international capital markets and international organizations. *Topics:* Projections by international organizations and the Bank of Canada; developments in various countries; Bank for International Settlements press reviews. *Access:* Files arranged by subject and country. ***Program Record Number:*** BOC INT 220

Exchange Fund Account

Description: Information on the Minister of Finance's Exchange Fund Account, the principal repository of Canada's foreign exchange reserves. *Topics:* Legislation, transactions and procedures; portfolio management; Exchange Fund Account reports. ***Program Record Number:*** BOC INT 180

Exchange Rates and Exchange Market Analysis

Description: Studies on movements in the exchange value of the Canadian dollar and other currencies. *Topics:* Exchange rates and exchange market analysis; econometric models of the exchange rate. ***Program Record Number:*** BOC INT 260

Federal Organizations and Interdepartmental Committees

Description: Information on federal government organizations or interdepartmental committees that deal with international economic questions in which the Bank has some involvement. *Topics:* Export Development Corporation (EDC); Canadian International Development Agency (CIDA); interdepartmental committee on commercial policy; interdepartmental committees on economic relations with developing countries; assistant deputy ministers' committees on economic relations; Department of Finance; Department of External Affairs. ***Program Record Number:*** BOC INT 215

Foreign Exchange Market Analysis

Description: Information on developments in the Canadian and overseas exchange markets, trading in Canadian dollars against foreign currencies, the value of the major foreign currencies and exchange arrangements maintained by other major countries. *Topics:* Legislation; settlement procedures; reports and reviews of exchange market developments; summary reports on exchange rates; statistical reviews and exchange rate development in overseas countries; forward market, swaps, currency futures and other financial innovations; external financing and takeovers; globalization of the foreign exchange market. *Access:* Arranged by institution and by subject. ***Program Record Number:*** BOC INT 190

Foreign Exchange Transactions

Description: Information on foreign exchange bookkeeping and trading procedures of the Bank of Canada and transactions with other central banks. *Topics:* Transactions and procedures; portfolio management; signing authorities; Bank of Canada foreign accounts. ***Program Record Number:*** BOC INT 185

Gold, Silver and Other Commodities

Description: Information on gold, silver and commodity market practices - statistics, legislation and official gold transactions. *Topics:* Gold legislation; gold operations; gold markets; export-import reports; silver legislation and oil. ***Program Record Number:*** BOC INT 205

International Developments

Description: Information on developments in international capital markets, in particular international banking, Eurocurrency and bond markets, external debt of overseas countries, deployment of oil exporter's surpluses and recycling and major commodities, including commodity agreements. *Topics:* International finance; international capital markets; commodities. ***Program Record Number:*** BOC INT 210

International Monetary Fund

Description: Information on the work and activities of the International Monetary Fund (IMF), issues discussed at IMF Executive Board meetings and at the Interim Committee. *Topics:* IMF General Account - drawings and repurchases, special drawing rights, general arrangements to borrow; Canadian consultations; International Monetary System and Reform Exercise; amendments to articles of agreement; other lending facilities; annual meetings. ***Program Record Number:*** BOC INT 230

International Organizations and Institutions

Description: Information on the activities of various international or regional economic organizations, in particular those aspects that relate to world economic or financial issues of interest to the Bank. *Topics:* Asian Development Bank; North-South Institute; International Bank for Reconstruction and Development (IBRD); European Economic Community (EEC); Commonwealth Meetings; Technicians of Central Banks of the American Continent (CEMLA); Summit Meeting - Group of Ten; Organization for Economic Co-operation and Development (OECD); International Co-operation and Policy Coordination; European Bank for Reconstruction and Development (EBRD); structural reform and adjustment in eastern Europe; international assistance in response of gulf crisis. ***Program Record Number:*** BOC INT 225

Intervention

Description: Documents and papers prepared in Canada and in other major countries relating to the Working Group on Exchange Market Intervention. The group was established at the Versailles Summit of the Heads of State and Government, June 1982. *Topics:* Intervention studies. *Access:* Files arranged by subject and by country. ***Program Record Number:*** BOC INT 195

Official International Reserves

Description: Information on Canada's foreign exchange reserves, including holdings of the Minister of Finance, the Receiver General and the Bank of Canada, as well as borrowings by the Canadian government in foreign currencies. *Topics:* Definitions and historical data; reports and statements on reserve status. *Program Record Number:* BOC INT 175

Department of Banking Operations

Bank Note Research

Description: Information on all phases of bank note design, production, anti-counterfeiting measures, distribution and special studies on the automation of handling of bank notes. *Topics:* Special studies; committees and conferences; currency usage - technological developments; bank note design - denominations, counterfeiting, security features, bank note paper; bank note production; distribution; automation. *Program Record Number:* BOC DBO 285

Bank of Canada Notes, Government Securities and Gold

Description: Information on the finishing, inventory and distribution of Bank of Canada notes and Government of Canada securities; the processing and destruction of used and mutilated bank notes; custodial responsibilities for gold. *Topics:* Accounting procedures; shipments; circulation; transportation; inventory; redemption and disposal of Bank of Canada notes; coins and medallions; treasury bills; Canadian National Railway bonds; Government of Canada bonds; Canada Savings Bonds; client gold accounts and transactions. *Program Record Number:* BOC DBO 300

Client Accounts

Description: Information on the maintenance of client accounts and related transactions. *Topics:* Accounts related to the Government of Canada; chartered banks and non-banks; central banks and international financial institutions. *Program Record Number:* BOC DBO 275

Government Banking and Agency Operations

Description: Information on field operations of banking services to other central banks and fiscal agent services provided to the Government of Canada. *Topics:* See Government Banking and Fiscal Services, Client Accounts and Loans of or Guaranteed by the Government of Canada. *Program Record Number:* BOC DBO 290

Government Banking and Fiscal Services

Description: Information on general banking services to other central banks and to fiscal agent services provided for the Government of Canada. *Topics:* Bank Act fees; Canadian Bankers' Association; government clearings and deposits; Canadian Payments Association; transportation of government items; Interbank International Payments System; safekeeping of valuables; deposits and payments processed through client accounts; Bank of Canada accounts at central banks; Bank of Canada gold accounts at central banks; signing authorization; Bank of Canada notes - pricing and ordering, release, circulation, transportation, redemption and disposal, commemorative coins and medals; Client Information Accounting Project (CIAP); bank note handling systems. *Program Record Number:* BOC DBO 270

Government of Canada Clearings and Redemptions

Description: Information on the processing of government items and the related payments or deposits to be made to or on behalf of the government. *Topics:* Balance and recapitulations; government deposits; settlement inquiries; deposit letters; instructions to agencies; agents' daily summaries. *Program Record Number:* BOC DBO 295

Loans of or Guaranteed by the Government of Canada

Description: Information on loans issued by or guaranteed by the Government of Canada for which the Bank of Canada acts as manager of the public debt; also rules, regulations and transactions of each issue. *Topics:* Transfers and exchanges; transfer and guarantee of signatures on securities - resolutions; treasury bills; Canadian National Railways bond issues; Revolving Standby Credit Facility; Government of Canada bonds; instructions to agents on the delivery of Government of Canada loans, bond auctions and Canada Savings Bonds; interest payments and commission due on foreign borrowings. *Program Record Number:* BOC DBO 280

Public Debt Department

Accounting for the Public Debt

Description: Information on the recording, for reporting and controlling purposes, of activities for the period during which the securities are in existence. *Topics:* Accounting records and controls; financial reports. *Program Record Number:* BOC PDD 330

Administrative Arrangements with Financial Institutions

Description: Instructions and other data made available to financial institutions through which the Bank of Canada deals with bond owners in the normal course of business. *Topics:* Issue of Government of Canada loans and securities; maintenance of debt registers; retirement of debt. *Program Record Number:* BOC PDD 335

Issue of Government of Canada Loans and Securities

Description: Information on the domestic and foreign borrowings by the Government of Canada for which the Bank of Canada acts as fiscal agent or participates as an advisory body. *Topics:* Government of Canada marketable bonds; Canada Savings Bonds; treasury bills; Canadian National Railway bonds; foreign loans. *Program Record Number:* BOC PDD 305

Maintenance of Debt Registers

Description: Information on bond owner and individual security registers and their periodic updating. *Topics:* Transfer and exchanges; change of address; lost, stolen or destroyed coupons; lost, stolen or destroyed bonds; bond registrations; bond processing; guarantee of signatures. *Storage Medium:* Microfilm. *Program Record Number:* BOC PDD 315

Payment of Interest

Description: Information on the various means and processes by which the contractual obligation to pay interest is discharged. *Topics:* Direct deposit; cheques; coupons; cash bonuses; withholding tax; interest notices; interest cheque production; adjustments. *Program Record Number:* BOC PDD 320

Production of Bonds

Description: Information on all phases necessary to obtain adequate supplies of securities and their distribution to the appropriate locations. *Topics:* Bond design; bonds ordered and distributed; contracts with suppliers. *Program Record Number:* BOC PDD 310

Retirement of Debt

Description: Information on the process through which owners of Government of Canada securities are reimbursed at maturity or in accordance with the terms under which the securities were issued. *Topics:* Canada Savings Bonds; Government of Canada marketable bonds; treasury bills; war saving certificates; Canadian National Railways bonds; International Bank for Reconstruction and Development (World Bank) bonds; redemptions of foreign loans. *Program Record Number:* BOC PDD 325

■ Comptroller's Department

Confirmation of Balances and Statements of Gold and Securities Held in Safekeeping by the Bank of Canada

Description: Information on the custodial responsibilities of the Bank towards clients for the safekeeping of their gold or securities. *Topics:* Central banks; chartered banks; domestic financial institutions; Government of Canada accounts; Government of Canada agencies; international financial institutions. *Access:* Files are arranged by organization. *Program Record Number:* BOC COM 345

General Accounting Records

Description: Information on various accounts and accounting as prescribed by the Bank of Canada Act. *Topics:* Accounts recoverable; Bank of Canada balance sheets; orders - deliveries of Bank of Canada notes; confirmation of balances and statements of gold and securities held in safekeeping for the Bank of Canada; accounting ledgers; trial balances; balance sheets; investment transactions and accounting. *Program Record Number:* BOC COM 340

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting
Acts and Legislation
Administration
Administration and Management Services
Audits
Budgets
Buildings
Buildings and Properties
Classification of Positions
Co-operation and Liaison
Employment and Staffing
Equipment and Supplies
Finance (internal)
Furniture and Furnishings
Human Resources
Lands
Occupational Health, Safety and Welfare
Office Appliances
Official Languages
Pensions and Insurance
Personnel
Procurement
Salaries and Wages
Staff Relations
Training and Development
Utilities
Vehicles

Personal Information Banks

Access to Information and Privacy Requests Data Bank

Description: This bank contains the access to information and personal information request forms or letters sent by individuals requesting access to files, the replies to such requests and information related to their processing, including copies of information that may have been disclosed and any record of subsequent complaints. *Class of Individuals:* Canadian citizens, permanent residents of Canada, and individuals present in Canada. *Purpose:* The information is used for processing requests; to assist in the preparation of annual reports, and to provide a record of all such requests received by the Bank. **Retention and Disposal Standards:** These files are held for two years, then destroyed. *TBS Registration:* 001596 *Bank Number:* BOC PPU 030

Applications for Employment

Description: This bank contains all applications received from the general public requesting employment with the Bank of Canada. It includes completed application forms, letters, curriculum vitae and other personal information. Individuals are identified by name. Applicant profiles are also maintained on a microcomputer. *Class of Individuals:* Individuals seeking employment. *Purpose:* The files are used in the selection of staff. **Retention and Disposal Standards:** Solicited and unsolicited applications which have been considered in a staffing process are to be kept for a period of two years after the last administrative use. Unsolicited applications which have not been considered in a staffing process are kept for a period of one year, then destroyed. Information on the microcomputer is kept for a period of two years. *TBS Registration:* 001597 *Bank Number:* BOC PPU 035

Bond holder Enquiries and Estate Files

Description: This bank contains names, addresses, social insurance numbers and copies of legal documents that support the transfer of ownership of Government of Canada bonds and other correspondence between bond owners, or their authorized representatives, and the Bank of Canada. Included in the correspondence are requests for information on bonds presently or previously held; communications concerning lost bonds, coupons and interest cheques; requests for information concerning the terms and conditions of specific issues, and interpretations of the Domestic Bonds of Canada Regulations. *Class of Individuals:* General public. *Purpose:* The purpose of this bank is to store documents that support the transfer of ownership of Government of Canada bonds and other correspondence between bond owners, or their authorized representatives, and the Bank of Canada. The use of the social insurance number is a requirement under the Income Tax Act. **Consistent Uses:** The information is used to respond to enquiries from bond owners, or their authorized representatives. *Retention and Disposal Standards:* Retention periods range from two years to indefinite. The lost bond records are held indefinitely if original bonds or coupons have not been located. Where the original bond or coupon has been located after a replacement has been issued, these records are destroyed two years after reimbursement to the Bank. However, if the original bond or coupon is located prior to replacement, records are immediately destroyed. The records relating to estate matters are held ten years on microfiche, and are then destroyed. (Authority - Domestic Bonds of Canada Regulations) *TBS Registration:* 000072 *Bank Number:* BOC PPU 015

Canada Savings Bonds Surveys

Description: This bank contains information collected from the general public on their attitudes towards financial product attributes and to different combinations of these attributes. It also contains information on the public's ownership of various financial products (financial assets), the likelihood of purchase of new investment products and the amount of their purchase. *Class of Individuals:* General public. *Purpose:* The information is used for the purpose of determining the attitudes and reactions of the general public towards holding various investment instruments, including government debt instruments in particular. **Retention and Disposal Standards:** Records are kept for a period of two years, then destroyed. *TBS Registration:* 001941 *Bank Number:* BOC PPU 040

Government of Canada Bond Registers

Description: This bank contains names, addresses, social insurance numbers or account numbers and a listing of bonds purchased and redeemed by individuals. *Class of Individuals:* General public. *Purpose:* The purpose of this bank is to maintain a record from which the liability of the Government of Canada in the form of direct or guaranteed securities can be established. Other purposes are to establish the status of individual bonds and to respond to enquiries from bond owners. The use of the social insurance number is a requirement under the Income Tax Act. **Consistent Uses:** This bank is used in the general administration of the government's debt and, in particular, to maintain a record of ownership of fully registered bonds as required by section 4 of the Domestic Bonds of Canada Regulations issued under the authority of the Financial Administration Act. The registers of fully registered bonds form the basis on which interest payments, either by cheque or by direct deposit, are made. *Retention and Disposal Standards:* Microfilm copies of these records are held indefinitely. (Authority - Domestic Bonds of Canada Regulations) *TBS Registration:* 000070 *Bank Number:* BOC PPU 005

Personal Information Disclosed to Federal Investigative Bodies

Description: This bank has been established in accordance with subsection 8(4) of the Privacy Act in order to retain copies of requests received from authorized federal investigative bodies for personal information pursuant to paragraph 8(2)(e) of the Privacy Act, for the purpose of enforcing a law of Canada or a province or carrying out a lawful investigation. *Class of Individuals:* Individuals about whom requests for personal information have been received pursuant to paragraph 8(2)(e) of the Privacy Act from federal investigative bodies. *Purpose:* The purpose of this bank is to permit the Privacy Commissioner to review disclosures, investigate complaints and report on any abuse of this disclosure provision. The use of the social insurance number is a requirement under the Income Tax Act. **Retention and Disposal Standards:** Records are retained for two years after their last administrative use and are then destroyed. *TBS Registration:* 001595 *Bank Number:* BOC PPU 025

Registers of Interest Paid

Description: This bank contains names, addresses, social insurance numbers or account numbers of individuals to whom interest is paid, together with the listing of all market issues and Canada Savings Bonds held. The market issues interest payment data are filed by interest payment date and bond series. The data on Canada Savings Bonds interest payments are retained on microfiche and on a computer database. In addition, this bank contains Direct Deposit Application Forms for interest payments by means of a direct deposit through a financial institution. Change of address notifications are also maintained in this personal information bank. These include letters and forms involving a change of the address to which interest payments must be forwarded or a change in respect of a direct deposit. *Class of Individuals:* General public. *Purpose:* The purpose of this bank is to maintain a record of interest paid, by cheque or direct deposit, to holders of fully registered Government of Canada marketable bonds and Canada Savings Bonds. The use of the social insurance number is a requirement under the Income Tax Act. **Consistent Uses:** The information is used to investigate and respond to enquiries from bond owners relating to interest payments. *Retention and Disposal Standards:* The market issues interest payment paper database is retained for six years if the cheque has been redeemed and twelve years if it is still outstanding. The Canada Savings Bonds Interest Payment data are retained on the computer database for one year after redemption and on microfiche for twelve years prior to destruction. The data on outstanding interest payments for market issues and Canada Savings Bonds are retained indefinitely in the database. The Direct Deposit Application Forms are recorded on microfilm and the paper form destroyed. The film is retained for fifteen years. The Change of Address notifications are retained in paper form for a two-year period, then destroyed. ***TBS Registration:*** 000071 ***Bank Number:*** BOC PPU 010

Unclaimed Bank Balances

Description: This bank contains an alphabetical record of all unclaimed bank accounts that have been transferred to the Bank of Canada. An unclaimed bank balance is a debt payable by a bank in Canadian currency as a result of either (a) no transaction having taken place and no statement of account having been requested or acknowledged by the creditor during a period of ten years with respect to a deposit held by that creditor at a branch of a bank, or (b) no payment having been made, on a cheque, draft or bill of exchange issued, certified or accepted by a branch of a Canadian bank, for a period of ten years from the date of issue, certification or acceptance (including an instrument drawn by one branch of a bank on another branch of the bank, but not including an instrument issued in payment of a dividend on the capital stock of a bank). Dormant bank balances of $50 or less which have not been claimed from the Bank of Canada for a further 20 years are then turned over to the Receiver General for Canada. Dormant bank balances of more than $50 are kept indefinitely under the present legislation. In addition, this bank contains letters requesting verification of ownership of unclaimed bank balances as well as requests to purchase the Unclaimed Bank Balance microfiche file. Requests originate from individuals, chartered banks, trust companies, barristers and solicitors and tracing companies on behalf of their clients. ***Class of Individuals:*** General public. ***Purpose:*** The purpose of this bank is to maintain a record of unclaimed bank balances that have been transferred to the Bank of Canada from Canadian chartered banks in accordance with section 209 of the Bank Act. **Consistent Uses:** To investigate and respond to enquiries from prospective claimants in order to arrange for payments to verified owners of the dormant balances. ***Retention and Disposal Standards:*** For balances of $50 or less records are kept for 20 years; for balances over $50 records are kept indefinitely (Authority - Bank Act). Positive responses to requests for verification of ownership are kept for seven years, then destroyed. Vouchers and supporting documentation regarding paid accounts under $1000 are kept for 10 years; for paid accounts $1000 and over, they are kept indefinitely. Negative responses to requests for verification of ownership are kept for three years, then destroyed. Records relating to the purchase of the microfiche file are kept for a period of seven years, then destroyed. ***TBS Registration:*** 000073 ***Bank Number:*** BOC PPU 020

Manuals

- Agency Procedures Manual
- Control of Data and Valuables Manuals
- Data Examination and Preparation Manuals
- Data Processing Clerical Manuals
- External Procedures Manuals
- Interim Procedures Circulars
- Records Retrieval Manual
- Sample Letter Catalogue
- Statistics Canada - Bank of Canada Commodity Trade Concordance
- Statistics Manuals

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act. Please note: Requests made to the Bank of Canada under the Access to Information Act must be accompanied by an application fee of $5.00, made payable to the Bank of Canada.

It is normally not necessary to make a formal request under the Privacy Act for information relating to an individual's own bond holdings or unclaimed bank balances. Individuals who wish to enquire about their status with respect to Government of Canada Bond Registers, Registers of Interest Paid and Bond Holder Enquiries and Estate Files may do so informally by writing directly to the Information Division, Public Debt Department. For Unclaimed Bank Balances, personal inquiries may be directed to the Comptroller, or access to the complete file on microfiche may be arranged by contacting an agency of the Bank of Canada. Agencies are located in Vancouver, Calgary, Regina, Winnipeg, Toronto, Ottawa, Montreal, Saint John and Halifax, and are open to the public from 09:00 to 15:00, Monday through Friday.

Requests for further information about the Bank and its programs, functions, and publications may be directed to:

Bank of Canada
234 Wellington Street
Ottawa, Ontario
K1A 0G9

General Information: (613) 782-7201
Publications: (613) 782-8057 or 782-8248

Reading Room

In accordance with the Access to Information Act, an area on the premises of this institution has been designated as a reading room. The address is:

Bank of Canada
234 Wellington Street
Ottawa, Ontario.
Hours of operation are from 08:00 to 17:00, Monday through Friday.

For those individuals who wish to access files at the Bank's agencies, special arrangements will be made upon request.

Canada Council

Chapter 6

General Information

Background

The Canada Council was created by the Parliament of Canada in 1957 (Canada Council Act, 1957, RSC 1970 c-2, as amended). The mandate of the Canada Council (Section 8(1)) is "to foster and promote the study and enjoyment of, and the production of works in, the arts."

Responsibilities

The general policy objective of the Canada Council is to recognize, foster and promote excellence in the arts. Most of its grants are awarded through an extensive system of competitions judged by juries of practising artists and other independent specialists in the particular disciplines.

In addition to its mandate to foster and promote the arts, the Canada Council has been assigned responsibility for the Canadian Commission for the United Nations Educational, Scientific and Cultural Organization (UNESCO) (Subsection 8(2), Order-in-Council PC 1957-831), in conformity with the constitution of UNESCO.

The Council also administers the Killam program of scholarly awards and prizes, financed from a private legacy. The Public Lending Right Commission, which provides payments to Canadian authors for the public use of their works in Canadian libraries, operates under the aegis of the Council.

Legislation

- Canada Council Act

Organization

■ Arts Division

This division is responsible for program of support to individual artists and arts organizations. It currently consists of the following functional units:

Arts Awards Service: Responsible for support to individual professional artists for creative activity or skill improvement in architecture, arts criticism, writing, dance, film, multidisciplinary work and performance art, music, photography, theatre, video, interdisciplinary work and the visual arts. Its programs include arts grants A and B, grants in non-fiction writing, project grants, travel grants, studio space and study abroad, and prizes.

Dance Section: Responsible for support to professional Canadian dance companies, organizations and associations in ballet, modern and experimental dance. Its program includes the communications fund and grants to dance companies, independent dance artists, professional schools, service organizations and indepenDance.

Explorations Program: Responsible for grants to investigate new forms of cultural expression and participation. Grants are provided to individuals, groups or organizations for innovative projects, within or outside traditional arts disciplines, which contribute towards an understanding of Canada's cultural past or the development of its cultural future.

Media Arts Section: Provides support to independent professional artists for the creation of works using conventional and/or new acoustic and visual technologies and their related media. It administers three production programs: film and holography, video and audio, and computer-integrated media. It also administers a distribution and broadcast program. These programs are concerned with production and diffusion in multiple format media, including computer processing, visual and acoustic imaging and system control (via digital sampling and mastering), applied laser technology and optical storage. In addition to direct production assistance, support is available to non-profit media art organizations through operational, project, workshop or communication funds. The Section is the repository of the Canada Council Film Collection.

Music and Opera Section: Responsible for support to professional Canadian music companies, organizations and associations. Its programs include grants to orchestras, opera companies, other music groups and organizations, and community choirs, commissioning of Canadian compositions, aid to sound recording by Canadian producers and companies, and the communication fund.

Theatre Section: Responsible for support to professional theatre companies, organizations and associations. Its programs include grants to theatre companies and the communications fund.

Touring Office: Supports touring by professional Canadian performing artists, and the development of management for Canadian tours and artists and tour coordination and promotion. Its programs include touring grants, apprenticeship program, Concert Canada program, festival program, and cultural exchange.

Visual Arts Section: Responsible for support to professional visual arts institutions and associations. Its programs include aid to artist centres; and exhibition and programming assistance to art galleries; Canadian visiting artist program; artists studios in New York, Chalmers fund for the crafts; performance art; special project assistance; and the communications fund.

Canada Council Art Bank: Purchases contemporary Canadian works of art and rents them to federal government departments and agencies as well as other public institutions and non-profit organizations. It also organizes exhibitions of its collection and occasionally lends works for exhibitions by other institutions.

Writing and Publishing Section: Responsible for support to publishing companies, organizations and associations, and for certain programs of support to writers. Its programs include block grants and project grants to book publishers; translation grants; aid to international translation; aid to periodicals; promotion and distribution of Canadian books and periodicals; promotion tours by authors; public readings program; short-term residencies; National Book Festival; writers-in-residence program; literary prizes and awards; Canada-Scotland writers-in-residence exchange; and grants to national associations of writers, book publishers and periodical publishers.

Information Holdings

Program Records

■ Electronic Data Banks

Art Bank Data Bank
Description: The Art Bank databank is divided into two interlinked database systems: one which deals with the collection of works of art and the artists, the other, with the contractual parth of the rental program. A) In addition to the hard copy records and files, information on all artists in the collection is maintained and includes: year of birth, year of death, sex, language (English or French), address and telephone number (if available). Information is also maintained on all works in the collection and includes: titles, execution date, medium, weight, dimensions, symmetry, signature and date location on work, date of purchase, price, jury members at time of purchase, rental value, physical location of the work and a history of the rented and exhibited works. B) Rental contracts are produced from the Contract database and link every rented work in the collection to a rental agreement. In addition to the hard copy records and files, information maintained includes: department name, contract (address and telephone number), location of each rented work (room, section, floor, building, street address), rental fee for each work and all factual information related to each contract. Financial records and accounts receivable are maintained for all past and current rental agreements. ***Program Record Number:*** CAC ART 001

Arts Programs Data Bank
Description: In addition to the hard copy records and files, the electronic data bank of information is maintained on all individuals, group of individuals and organizations who apply for grants. This bank includes the applicant's name, address, sex, language of applications (English and French), title of project and amounts of money requested and awarded. Adjudication records and financial payment are maintained for each program. The bank is use for historical records of all applicants and to initiate and record payment transactions. Sections and programs included in this Data Bank are Arts Awards Service, Dance Section, Explorations Program, Killam Program, Media Arts Section, Music and Opera Section, Theatre Section, Touring Office, UNESCO, Visual Arts Section, Writing and Publishing Section. ***Program Record Number:*** CAC ART 002

Jurors, Assessors and Advisors Data Bank
Description: This bank includes the name of potential jury member and/or assessor and/or adviser, address, sex, language (French or English, bilingual if applicable), home and/or business telephone number(s), status, art discipline and specialization(s), affiliation and historical records of services rendered. Sections and Programs included in this Data Bank are Arts Awards Service, Dance Section, Explorations Program, Media Arts Section, Music and Opera Section, Theatre Section, Touring Office, Visual Arts Section, Writing and Publishing Section. ***Program Record Number:*** CAC ART 003

Public Lending Right Commission Data Bank
Description: In addition to hard copy files on all PLR registrants, a data bank of information is maintained on each registrant. This information includes the registrant's name, address, telephone number, citizenship, language (English or French) and Social Insurance Number. Individual payment history summaries and lists of declared book titles are also maintained. In addition, a record is kept on each registered title. Recorded here are the title's category (fiction, nonfiction, etc.), its language (English, French, bilingual, other), eligibility, library search results, the amount paid in the current year and the status of the registrants (author, translator, etc.). Information is taken from these data files to produce the cheques sent annually to eligible PLR registrants and to produce statistics for PLR's annual report. ***Program Record Number:*** CAC ART 004

■ Arts Division

Art Bank Programs and Case Files
Description: Correspondence, policy and information on the Art Bank. *Topics:* Advisory selection committee; photography contracts; purchases; insurance; shipping; framing; repairs and restoration; sales of slides; artist's copyright; artist's representatives; large print commission program; Sculpture Park – Ottawa; reproduction slides; Art Bank Gallery; presentations and lectures; art gallery purchases; purchases from artists; rentals to federal government departments; loans to art galleries for exhibitions; rentals to industries and corporations; sales of works; long-term loans to galleries; special purchase assistance; rentals outside the federal mandate; special projects, exhibitions, loans, rentals; Art Bank exhibitions. *Access:* Files arranged by subject for program files and by applicant for case files. All program and case files, except art gallery purchases and purchases from artists, are maintained by the Art Bank.Case files for the purchase program are maintained by the central records management unit. ***Program Record Number:*** CAC ARB 155

Artists' Directory
Description: Information on booking contacts, organizations, artists and touring activities; technical information, union affiliations and other information required by the Touring Office to produce its service

publication, the Artists' Directory. *Topics:* Dance; music; opera and oratorio singers; theatre services; individuals or groups for publication. ***Program Record Number:*** CAC TOO 125

Arts Awards Case Files

Description: Case files for all grant and service programs administered by the Arts Awards Service with the exception of certain awards and prizes (see CAC ART 005) and cultural exchanges (see CAC ART 010). ***Topics:*** Arts grants "A" and "B"; non-fiction writing; project grants; travel grants; visiting foreign artists. ***Access:*** Files arranged by applicant. ***Storage Medium:*** Computer. ***Program Record Number:*** CAC AAS 050

Arts Division – General File

Description: Correspondence and other information on the Arts Division, but not unique to a specific discipline or section; Joint initiative: Canada Council and Social Sciences and Humanities Research Council of Canada; Arts Advisory Policy: Historique, Structure; Arts Awareness; General correspondence re: Devolution. ***Topics:*** Policy; arts management and administration courses; appeal procedures; boards of arts organizations; new performing arts policy; Olympics 1976; patronage; Festival Canada; limitation of the number of grants to individuals; 1988 Olympic Games; Expo 86; Twenty Plus Five (Green Paper); Interdisciplinary Project Fund; Atlantic Project Fund; "Big 12" performing arts organizations; multimedia program; joint financing for the arts with business; television; consultant services; conferences, meetings, seminars; Opera Ballet Hall Corporation; Canada-U.S. Free Trade Agreement; arts education in Canada; arts and regionalism, status of the Artist. ***Program Record Number:*** CAC ART 015

Arts Grants "A" and "B"

Description: Correspondence, policy and information on the above grants, not related to the actual applications. ***Program Record Number:*** CAC AAS 030

Awards and Prizes

Description: Correspondence and case files on the various awards and prize programs operated by the Canada Council. ***Topics:*** Molson Prizes; Canada Council Medal; Governor General's Awards; Massey Awards; Canadian Broadcasting Corporation and Canada Council Awards for Young Composers; Peter Dwyer Scholarships; Canada Council Translation Prizes; Canadian Broadcasting Corporation and Canada Council Awards for Choirs; Order of Canada; Canada Council Children's Literature Prizes; Canada-French Community of Belgium Literary Prize; Canada-Australia Literary Prize; Jules Léger Prize for New Chamber Music; Victor Martyn Lynch-Staunton Awards; Welsh-Canadian Writers' Exchange; Canada-Scotland Writers-in-Residence; Canada-Switzerland Literary Prize; Healey Willan Prize for Amateur Choirs; Jacqueline Lemieux Prize; Sylva Gelber Foundation Awards; the McLuhan Teleglobe Canada Award; Virginia P. Moore Award; Jean-Marie Beaudet Award; Glenn Gould Prize; Canada-Italy Literary Exchange; J.B.C. Watkins Awards; Gershon Iskowitz Prize; Sir Ernest MacMillan Memorial Scholarship; The Duke and Duchess of York Prize in Photography; Petro-Canada Award for Media Arts; Japan-Canada Award; Ronald J. Thom Design Award; Joseph S. Stauffer Prizes, Robert Fleming Award; Bell Canada Prize; Joan Lowndes Prizes; The John G. Diefenbaker Award; The Canada-Germany Research Award. ***Program Record Number:*** CAC ART 005

Correspondence

Description: General correspondence on the activities of the Explorations Program. ***Topics:*** Routine correspondence – ineligible project proposals, requests for information, requests for application forms. ***Program Record Number:*** CAC EXP 065

Cultural Exchanges

Description: Correspondence and case files on the Canada Council program of cultural exchanges. ***Topics:*** Program policy; U.S.S.R. cultural exchanges; Czechoslovakia cultural exchanges; cultural exchange conferences with U.S.A.; consultative committee on cultural exchanges program; Canadian Academic Centre in Italy; Interdepartmental Visits Panel; Australia; Bilateral Cultural Consultations with the United Kingdom; Austria; Queen's Fellowships; China Cultural Exchanges; Canadian-Mediterranean Institute; Federal Republic of Germany cultural exchange; Canada-France scientific exchange program: Cité internationale des arts; Canadian Cultural Institute in Rome; Institute of Art and Urban Resources, New York; Visiting Foreign Artists Program; Commission mixte culturelle. ***Program Record Number:*** CAC ART 010

Dance Case Files

Description: Case files for all grant and service programs of the Dance Section with the exception of the communications fund. ***Topics:*** Operating grants – large companies; operating grants – small companies; services; training creation and diffusion; other grants. ***Access:*** Files arranged by applicant. ***Program Record Number:*** CAC DAS 060

Dance Programs

Description: Correspondence and information (not related to the actual applications) on the grant and service programs of the Dance Section; also communications fund case files. ***Topics:*** Policy; dancers' salary fund; grants for training in dance administration; support to presenters of independent dancers and choreographers; guest teachers program; Gulbenkian National Choreographic Summer School; Three Major Ballet Companies Subscription Series; media projects in Dance; communications fund. ***Program Record Number:*** CAC DAS 055

Enquiries and Correspondence

Description: General enquiries on eligibility for grants under programs administered by the Arts Awards Service; also general correspondence. ***Access:*** Files arranged by enquirer. ***Program Record Number:*** CAC AAS 025

Explorations Case Files

Description: Applications to the Explorations Program. *Topics:* Exploration grants – scripts, craft workshops, biographies, slides and related art forms, popular writing, recordings, film, video, and audio experiments, community-based cultural animation projects and local and regional histories. *Access:* Files arranged by applicant. *Program Record Number:* CAC EXP 070

Facilities Directory

Description: Technical specifications, stage plans and other information on performing arts facilities required by the Touring Office to produce its service publication, the Facilities Directory. *Access:* Files arranged by province. *Program Record Number:* CAC TOO 130

Film Case Files

Description: Case files for all film program grants and services of the Media Arts Section, with the exception of the communications fund. *Topics:* Film program – production grants, grants to organizations and special projects. *Access:* Files arranged by applicant. *Program Record Number:* CAC MAS 085

Film Programs

Description: Correspondence and information (not related to actual applications) on the film programs of the Media Arts Section; also case files for the communications fund. *Topics:* Policy; film advisory committee; Canadian film internship program; Canadian independent short film showcase; communications fund; film collection. *Access:* Files arranged by subject and, for the communications fund, by applicant. *Program Record Number:* CAC MAS 075

Grants for Representation in International Program Establishment (GRIPE)

Description: Policy file on the establishment and development of what was known as the Grants for International Representation Program. *Program Record Number:* CAC AAS 045

Juries and Assessors

Description: Correspondence and other information on the Canada Council system of peer evaluation which uses juries and assessors. *Topics:* Policy; list of assessors. *Access:* Files arranged by discipline. *Program Record Number:* CAC AAS 040

Media Arts Case Files

Description: Case files for all grant and service programs of the Media Arts Section, with the exception of the Communications Fund and the Visiting Artist Workshop programs. *Topics:* Computer integrated media; Audio Production. *Access:* Files arranged by applicant. *Program Record Number:* CAC MAS 175

Media Arts Programs

Description: Correspondence and information (not related to actual applications) on the grant and service programs of the Media Arts Section; case files for the Communications Fund; Visiting Artist/Workshop programs. National Book Festival; Promotion Tours Program for authors; Short Term Residencies; Literary Prize Purchase; Public Readings Program. *Topics:* Policy; Media Arts Distribution/Broadcast Program. *Access:* Files arranged by subject and, for the Communications Fund and the Visiting Artist/Workshop programs, by applicant. *Program Record Number:* CAC MAS 170

Music and Opera Programs

Description: Correspondence and information (not related to actual applications) on the grant and service programs of the Music and Opera Section; also case files for the communications fund. Grants for Music in Alternate Spaces. *Topics:* Policy; auditions – Ecole d'art lyrique de Paris, managerial training program for symphony organizations; choral organizations; national concert bureau; contemporary music festivals; National Music School; aid to Parallel Galleries Program; New Brunswick and symphony concerts; Canada's orchestras and the Canada Council; Association of Canadian Orchestras – policy program; hiring practices of Canadian orchestras; Canadian content of orchestras; community musicians program; air transport of musical instruments; instrument bank; Opéra au Québec; commissioning of Canadian composers; communications fund – opera; recording of Canadian music; communications fund – orchestras. The International Society for Contemporary Music Festival (ISCM); Grants for the Production of New works in Opera and Music Theatre. *Access:* Files arranged by subject and by applicant, the latter for the Communications Fund, the Instrument Bank and the Aid to Parallel Galleries Program. *Program Record Number:* CAC MUS 095

Music Case Files

Description: Case files for all grant and service programs of the Music and Opera Section, with the exception of the Communications Fund, the Instrument Bank and the Aid to Parallel Galleries Program. *Topics:* Music program; Canadian music program; artists-in-residence program. *Access:* Files arranged by applicant. *Program Record Number:* CAC MUS 100

Non-fiction Writing, Travel and Project Cost Grants

Description: Correspondence, policy and information (not related to the actual applications) on the above grants. *Program Record Number:* CAC AAS 035

Performing Arts Venture Capital Fund

Description: Correspondence, policy and case files on the performing arts venture capital fund, administered by the Touring Office. *Access:* Files arranged by applicant. *Program Record Number:* CAC TOO 120

Service Contracts

Description: Project files containing correspondence, contracts, project reports and other information on service contracts provided by the Touring Office to individuals, for the provision of tour promotion, publicity and co-ordination services to arts organizations. *Access:* Files arranged by project. *Program Record Number:* CAC TOO 135

Special Program of Cultural Initiatives

Description: Correspondence, policy information and other information on the Department of Communications' special program of cultural initiatives. ***Program Record Number:*** CAC ART 020

Theatre Case Files

Description: Case files for all grant and service programs of the Theatre Section, with the exception of the Communications Fund and the professional development fund. *Topics:* Performing companies program; service organization program; schools and universities program; Travelling Drama Critics Award; special projects. *Access:* Files arranged by applicant. ***Program Record Number:*** CAC THS 110

Theatre Programs

Description: Correspondence and information not related to actual applications on the grant and service programs of the Theatre Section; also case files for the communications fund. *Topics:* Policy; playwrighting; theatre for young audiences; Flying Squad Program; Group of Seven theatres fund; playwrights in residence program; production grants to independent theatre artists; Communications Fund; professional development fund. *Access:* Files arranged by subject and, for the Communications Fund and the professional development fund, by applicant. ***Program Record Number:*** CAC THS 105

Touring Office Case Files

Description: Case files for all grant programs of the Touring Office with the exception of the performing arts venture capital fund. Contacts program; Travel Assistance for Presenters Program; Artists Workshops/Meetings Program; Presenters Workshops/Meetings; Pre-Tour Assistance Program. *Topics:* Touring grants – music, dance, theatre, other; apprenticeships; Concerts Canada; festivals. *Access:* Files arranged by applicant. ***Program Record Number:*** CAC TOO 140

Touring Office Programs

Description: Correspondence and information (not related to actual applications) on the programs of the Touring Office; also case files for the Contacts program; Travel Assistance for Presenters program; Artists Workshops/Meetings Program; Presenters Workshops/Meetings and Pre-Tour Assistance Program. ***Program Record Number:*** CAC TOO 115

Video Case Files

Description: Case files for all video programs and services of the Media Arts Section, with the exception of the communications fund. *Topics:* Video programs – individual grants, groups, tape and equipment fund, production grants, grants to organizations and special projects. *Access:* Files arranged by applicant. ***Program Record Number:*** CAC MAS 090

Video Programs

Description: Correspondence and information (not related to actual applications) on the video programs of the Media Arts Section; also case files for the communications fund. *Topics:* Policy; colour studio access for artists project; videotape and equipment fund; communications fund. *Access:* Files arranged by subject and, for the communications fund, by applicant. ***Program Record Number:*** CAC MAS 080

Visual Arts Case Files

Description: Case files for all grant and service programs of the Visual Arts Section, with the exception of the visiting artists program, the Communications Fund, the Jean A. Chalmers Fund for the Crafts, and special one-time assistance for professional development and special assistance for Performance Art. *Topics:* Galleries program; other visual arts programs – grants to print workshops, artists-in-residence, special projects. *Access:* Files arranged by applicant. ***Program Record Number:*** CAC VAS 150

Visual Arts Programs

Description: Correspondence and information (not related to actual applications) on the grant and service programs of the Visual Arts Section; also case files for the visiting artists program and the Communications Fund, the Jean A. Chalmers Fund for the Crafts, special one-time assistance for professional development. Special Assistance for Performance Art . *Topics:* Policy; exhibition at the Akademie der Kunste, Berlin 1982; import charges and copyright on works of art; studio space for visual artists; crafts program; special purchase awards; Directors' Choice; Sydney Biennial – Australia; Représentation de l'art canadien contemporain à l'étranger; private galleries; communications fund; visiting artists program; visiting artists on invitation to China; Sao Paulo Biennial -Brazil; Venice Biennial – Italy. Bradford Print Biennale - England; Spoleto Festival U.S.A.; Barbican Art Gallery; Galleria D'Arte Moderna, Commune di Bologna; Third Eye Centre, Glasgow. *Access:* Files arranged by subject and, for the visiting artists program, the Communications Fund, the Jean A. Chalmers Fund for the Crafts, and special one-time assistance for professional development. Special Assistance for Performance Arts, by applicant. ***Program Record Number:*** CAC VAS 145

Writing and Publishing Case Files

Description: Case files for all grant and service programs of the Writing and Publishing Section, with the exception of the book purchase and donation program, literary prizes and awards and the literary cultural exchanges. National Book Festival; Promotion Tours Program for authors; Short Term Residencies; Literary Prize Purchase; Public Readings Program. *Topics:* Books program; promotion and distribution program; writer-in-residence program; associations program; conferences and research program; other programs. *Access:* Files arranged by applicant. ***Program Record Number:*** CAC WPS 165

Writing and Publishing Programs

Description: Correspondence and information (not related to actual applications) on the grant and service programs, other than literary awards, prizes and cultural exchanges of the Writing and Publishing Section; includes the case files of the book purchase and donation program. National Book Festival; Promotion Tours Program for authors; Short Term Residencies; Public Readings Program. ***Topics:*** Policy; oeuvres de Robert Elie; programme de promotion des prix littéraires; aid to translation program; criticisms on literary grants; international translation program; compensation for library use; book promotion and distribution; book purchase program; literary and arts periodicals; payment for public use. ***Access:*** Files arranged by subject and by applicant, the latter for the Book Purchase and Donation Program, the Book Publishers, Promotion Fund, and the literary prize purchase. National Book Festival; Promotion Tours Program for authors; Short Term Residencies; Public Readings Program. ***Program Record Number:*** CAC WPS 160

Personal Information Banks

Access to Information and Privacy Bank

This bank contains requests from individuals seeking information under the Access to Information Act, the Privacy Act, replies to such requests and information related to their processing. This information relates to the general public. The bank is used to process requests of access to information and privacy and report the total number of requests processed. Records are retained for two years. ***Bank Number:*** CAC PPU 145

Accession Cards

The purpose of this bank is to keep track of all works in the art bank collection as well as to provide some basic information on the artists. It contains such data on purchased works as title, medium, size, signature on work, date of creation, jury members, date of purchase, history of location of work and rental fee. In addition, this bank contains basic information on the artist such as birth date and place, citizenship, his/her dealer and place of residence when work was purchased. It is used to keep records of all works purchased by the art bank as well as their current location. In addition, it is used to provide statistical information on artworks and artists represented in the art bank collection and to compile information for the art bank catalogue. Records are kept permanently. ***Bank Number:*** CAC PPU 055

Application for Employment Search File

The purpose of this bank is to maintain a record of applications made directly to the art bank (outside of regular Canada Council competitions). It contains applications from prospective employees and generally includes resumes, covering letters with addresses, etc. After initial sorting, copies of applications are transferred to the personnel section of the Canada Council in case suitable positions arise. Copies of applications are maintained at the art bank for three years, after which they are destroyed. ***Bank Number:*** CAC PPU 075

Applications for Employment

The bank is used to maintain an inventory of applications received from individuals seeking employment with the Canada Council. Records include both applications solicited for specific competitions and unsolicited applications. It includes covering letters, career resumés, letters of recommendation, and acknowledgement of applications. Resumés normally provide individual's name, social insurance number, address, personal characteristics, employment history, and other personal information. In the absence of a resumé, applicants submit a Public Service of Canada application for employment. Applications are used to assist in filling available positions. Both solicited and unsolicited applications are kept for one year. ***Bank Number:*** CAC PPU 090

Applications for Employment

The purpose of this bank is to maintain a record of applications from individuals for employment with UNESCO in Paris and elsewhere abroad (i.e. positions other than with the secretariat of the Canadian Commission). The bank contains names, addresses and requests. Applications including resume, covering letter, etc. are forwarded to the relevant office or body. Only copies of the covering letters which normally accompany applications are retained. These copies are retained solely for record tracing purposes. Records are retained for five years, after which they are destroyed. ***Bank Number:*** CAC PPU 110

Art Bank Catalogue

This bank is used to list all works purchased for the art bank collection. It lists all works in the collection, giving information on the artists, place and date of birth, as well as the title, medium, size and accession number of each work. It is used for research purposes by the art bank and the general public. Records are updated on a yearly basis to account for changes in the collection. The catalogue is reproduced biannually. ***Bank Number:*** CAC PPU 060

Art Bank Labels

These labels are affixed to works of art. They contain the name, date and place of birth of the artist, as well as the title, medium, date of creation, and accession number of the work. The labels are kept for as long as the work is in the art bank collection. ***Bank Number:*** CAC PPU 040

Arts Grants Case Files

Description: Contains the name, address, phone number and curriculum vitae of each candidate applying for a grant. In addition, the files indicate the process of adjudication used (jury or assessment) and may include the comments (or a précis of the comments) of the jurors or assessors. Arts grants "A" and "B" files contain up to three confidential letters of appraisal, which are signed by an appraiser and sent directly to the Canada Council without being seen by the candidate. The files are organized alphabetically according to grant category. A card file containing the personal information and adjudication result is maintained separately and organized alphabetically. ***Class of Individuals:*** Grant applicants. ***Purpose:*** Contains files of individuals who have applied to the Arts Awards Service for an arts grant in one of five categories: Arts grants "A" and "B", non-fiction writing, project grants and travel grants. The Bank is managed by the registration section of the service. ***Consistent Uses:***

Used in the adjudication process of grant requests and to provide data for statistical analysis of requests for individual grants. ***TBS Registration:*** 000313 ***Bank Number:*** CAC PPU 005

Biographical Files

The purpose of this bank is to collect biographical information on artists, including biographies sent by artists or their dealers, invitations to exhibition openings, newspaper clippings, etc. It is used as research information by staff and the public. Records are kept permanently. ***Bank Number:*** CAC PPU 050

Biographies

The purpose of the bank is to maintain a bank of selected biographical material on individuals who may be suited to serving UNESCO in some capacity (e.g. at international conferences or on related bodies). Most of the biographical material is obtained from suitable individuals applying for employment. In addition, UNESCO assembles biographies on its own or commissions biographies. Each file normally contains an individual's name, address, work history, educational background and date of birth. This bank is rarely utilized; occasionally the information is used to assist in choosing persons to participate in UNESCO-related activities, such as international meetings, or to aid in the election of members to the UNESCO executive committee. The bank also provides addresses for the UNESCO mailing list. Records are kept permanently, or until the client wishes to be removed from the list. ***Bank Number:*** CAC PPU 100

Communications Service Mailing List

The Communications Service has direct responsibility for the management of this mailing list. The purpose of this mailing list is to compile and maintain addresses of individuals and organizations to whom selected Canada Council publications are sent. It contains names and addresses of individual artists, arts organizations, organizational contacts, government departments, universities and other organizations to whom publications are sent. In addition, each computer record contains a unique reference number, a code which identifies the discipline and area of interest, and a second code which specifies whether or not the individual is a client of the Council. The list is used to facilitate the sending of Canada Council publications to interested parties. The code which specifies whether or not the individual is a client of the Council is not included on the actual mailing labels. Files are revised on an ongoing basis. Names are added or deleted as programs change, or the status of recipients changes, etc. ***Bank Number:*** CAC PPU 030

Computer Integrated Media

Description: Computer-Integrated Media files of grant holders containing correspondence relating to the preliminary inquiry, the application with supporting data, the details of payment of the grant and the final report of the grant holder's success. ***Class of Individuals:*** Grant applicants. ***Purpose:*** Contains files of individuals who have applied for a Computer-Integrated Media Grant. **Consistent Uses:** The files are used in the adjudication process of grant requests. ***Retention and Disposal Standards:*** Files are retained for eight years. Successful files are transferred to the National Archives of Canada after the retention period. Unsuccessful files are destroyed after the retention period. ***TBS Registration:*** 001646 ***Bank Number:*** CAC PPU 120

Correspondence Files

Description: Correspondence, including addresses. ***Class of Individuals:*** Correspondents with Canada Council. ***Purpose:*** The bank contains correspondence from individuals who have not made formal application for a grant from the Arts Awards Service. It is maintained by the registry section of the Service. **Consistent Uses:** To maintain a record of all correspondence sent to the Arts Awards Service. ***TBS Registration:*** 000316 ***Bank Number:*** CAC PPU 020

Damaged/Lost Works

The purpose of this bank is to document lost or damaged art bank works. It contains condition reports, correspondence with clients, conservators, insurance adjusters, etc., as well as invoices and copies of cheques. It is used to keep track of damaged works, restoration procedures, costs and payment and where works were lost or stolen. Records are kept permanently. ***Bank Number:*** CAC PPU 065

Explorations Grants Case Files

Description: The files contain names, addresses, phone numbers and curricula vitae of candidates. There are up to three confidential letters of appraisal which are signed by an appraiser and sent directly to the Explorations Program without being seen by the candidate. In addition, the file contains a letter notifying the candidate of the result. In the case of a successful applicant, interim and final reports will be added to the file while the project is being carried out. The files are organized numerically. A card file containing the personal information and adjudication results is maintained separately and organized alphabetically. ***Class of Individuals:*** Explorations grant applicants. ***Purpose:*** The bank contains files of individuals who have applied for an explorations grant. The bank is managed by the registration section of the Explorations Program. **Consistent Uses:** The files are used in the adjudication process of grant requests and to provide data for statistical analysis of requests for individual grants. ***TBS Registration:*** 000317 ***Bank Number:*** CAC PPU 025

Federal Investigative Body Requests

Description: This bank contains requests made by federal investigative bodies, as well as records of disclosure (if the request is granted), occasional legal opinions and related material. Individuals seeking access to this bank should provide their full name and address. To date, it contains a very limited number of requests. ***Purpose:*** The purpose of this bank is to ensure that requests by federal investigative bodies for personal information held by the Canada Council are properly authorized. **Consistent Uses:** The records are used to monitor and maintain a record of the information requested and/or provide it to federal investigative bodies, and to ensure compliance with the Privacy Act. The records may be viewed by the Privacy

Commissioner or delegate when investigating complaints. ***Retention and Disposal Standards:*** Records in this bank are retained for two years after their last administrative use, and are then destroyed. ***TBS Registration:*** 001650 ***Bank Number:*** CAC PPU 140

Film/Holography Production Grants

Description: Film/Holography Production files of grant holders containing correspondence relating to the preliminary inquiry, the application with supporting data, the details of payment of the grant and the final report of the grant holder's success. ***Class of Individuals:*** Grant applicants. ***Purpose:*** Contains files of individuals who have applied for a Film/Holography Production Grant. **Consistent Uses:** The files are used in the adjudication process of grant requests. ***Retention and Disposal Standards:*** Files are retained for eight years. Successful files are transferred to the National Archives of Canada after the retention period. Unsuccessful files are destroyed after the retention period. ***TBS Registration:*** 001647 ***Bank Number:*** CAC PPU 125

Installation Works of Art Files

The purpose of this bank is to collect descriptive data on works purchased, especially on how works should be installed. It contains diagrams and forms, supplied by artists or their dealers, giving details on installation of works of art. The files are used to identify works and assist with their installation. Records are kept permanently. ***Bank Number:*** CAC PPU 045

Izaak Walton Killam Memorial Prize

Description: The files contain names, addresses, phone numbers and curricula vitae of candidates, as well as up to 12 confidential letters of nomination and support sent directly to the Killam Program by assessors selected from a list offered by the nominators. The files are organized numerically. A card file containing the personal information is maintained separately and organized alphabetically. The bank is managed by the Killam Program office. ***Class of Individuals:*** Candidates who have been nominated for the Izaak Walton Killam Memorial Prize. ***Purpose:*** The files are used for the adjudication of the Prize. **Retention and Disposal Standards:** To be determined. ***TBS Registration:*** 002206 ***Bank Number:*** CAC PPU 160

Killam Research Fellowship

Description: The files contain names, addresses, phone numbers and curricula vitae of candidates, four confidential letters of appraisal sent directly to the Killam Program by assessors selected by Killam staff, and two letters of appraisal sent directly to the Killam Program by referees nominated by the candidate. The files are organized numerically. A card file containing the personal information is maintained separately and organized alphabetically. The bank is managed by the Killam Program office. ***Class of Individuals:*** Applicants for a Killam Research Fellowship. ***Purpose:*** The files are used for the adjudication of the Fellowship competition. **Retention and Disposal Standards:** To be determined. ***TBS Registration:*** 002208 ***Bank Number:*** CAC PPU 155

National Commission Grants Case Files

The purpose of this bank is to maintain a record of the application and assessment of associations or individuals applying for travel and/or project assistance under the National Commission Grants Program. This bank contains application letters, supporting data presented by the applicant, the project proposal, financial data, the decision of the Commission, and in the case of a funded project, financial and administrative data. It is used to maintain a record of the application and assessment of associations or individuals applying for travel and/or project assistance. Records are retained permanently. ***Bank Number:*** CAC PPU 105

Paris Studios Program Case Files

Description: Candidate files containing letters of request and curricula vitae of candidates, as well as correspondence including addresses. ***Class of Individuals:*** Studio applicants. ***Purpose:*** The bank contains the requests by individual artists for access to artists' studios in Paris, France. The bank is maintained by the central registry section of the Canada Council. **Consistent Uses:** The information contained in the bank is used to evaluate the relative merit of the requests for access to artists' studios. ***TBS Registration:*** 000315 ***Bank Number:*** CAC PPU 015

Performance Arts

Description: Performance Arts files of grant holders containing correspondence relating to the preliminary inquiry, the application with supporting data, the details of payment of the grant and the final report of the grant holder's success. ***Class of Individuals:*** Grant applicants. ***Purpose:*** Contains files of individuals who have applied for a Performance Arts Grant. **Consistent Uses:** The files are used in the adjudication process of grant requests. ***Retention and Disposal Standards:*** Files are retained for eight years. Successful files are transferred to the National Archives of Canada after the retention period. Unsuccessful files are destroyed after the retention period. ***TBS Registration:*** 001648 ***Bank Number:*** CAC PPU 130

Public Lending Right Commission Case Files

Description: This bank contains the names, addresses, phone numbers and citizenship of the applicants, plus supporting documentation for the book titles being registered. A computer print-out details the number of libraries the books were found in, the amount the books earned, and the authors's earnings for each year in the PLR Program. ***Class of Individuals:*** Canadian writers, editors, translators, illustrators, and photographers who have applied for the PLR Program. ***Purpose:*** The files are used to verify that authors/contributors and titles are eligible under the criteria established by the Commission. **Retention and Disposal Standards:** To be determined. ***TBS Registration:*** 002207 ***Bank Number:*** CAC PPU 150

Purchase of Art Works from Artists Case Files

The purpose of this bank is to maintain a record of applications to the art bank for the purchase of artworks from individual artists. It contains case files, including letters of application from individual artists, correspondence to and from artists, invoices, biographical data, and jury decisions. It is used to keep records on applications by artists for purchases of their work, to ensure payment is made for each work purchased, and to accumulate information on all works purchased from one artist. Files are kept permanently for successful applications. Files on unsuccessful applicants are retained at the Council for three years, after which they are destroyed. ***Bank Number:*** CAC PPU 035

Repurchase Program

The purpose of this bank is to maintain a record of artists' requests to repurchase works of art originally sold to the art bank. Financial transactions are also recorded in these files. It contains letters of application from artists or their dealers, details of repurchase costs, invoices, correspondence to artists informing them of the art bank decision and copies of cheques. The bank contains records on the repurchase program and the number of works each artist has requested for repurchase. Records are kept permanently. ***Bank Number:*** CAC PPU 070

The Canadian Painters and Canadian Sculpture Slide Sets

The purpose of this bank is to maintain slide sets of Canadian contemporary artwork for sale to the public. Short biographies of the artists involved and descriptions of their works are included in order to identify the slides. The slides are for sale to the general public although the majority of buyers include libraries, universities, and art galleries. Slides are kept until all sets are sold. ***Bank Number:*** CAC PPU 080

Touring Office Case Files

Description: Touring Office files of grant holders containing correspondence relating to the preliminary inquiry, the application with supporting data, the details of payment of the grant and the final report of the grant holder's success. ***Class of Individuals:*** Grant applicants. ***Purpose:*** Contains files of individuals who have applied to the Touring Office for a touring grant in one of the following categories: Apprenticeship Program; Concerts Canada Program; Festivals Program. **Consistent Uses:** The files are used in the adjudication process of grant requests. ***Retention and Disposal Standards:*** Files are retained for eight years. Successful files are transferred to National Archives of Canada after the retention period. Unsuccessful files are destroyed after the retention period. ***TBS Registration:*** 001649 ***Bank Number:*** CAC PPU 135

UNESCO Mailing List

The purpose of this bank is to maintain a record of individuals to whom UNESCO publications, including reports, press releases, and the minutes of meetings, may be sent. It contains addresses which normally include the individual's name, address, and telephone number as well as codes identifying disciplines of interest such as general education, adult education, natural sciences, social sciences, culture, communications, etc. It is used to identify individuals to whom UNESCO-related documents can be sent. Information is held permanently, or until the client wishes to be removed from the list. ***Bank Number:*** CAC PPU 095

Video/Audio Production Grants

Description: Video/Audio Production files of grant holders containing correspondence relating to the preliminary inquiry, the application with supporting data, the details of payment of the grant and the final report of the grant holder's success. ***Class of Individuals:*** Grant applicants. ***Purpose:*** Contains files of individuals who have applied for a Video/Audio Production Grant. **Consistent Uses:** The files are used in the adjudication process of grant requests. ***Retention and Disposal Standards:*** Files are retained for eight years. Successful files are transferred to the National Archives of Canada after the retention period. Unsuccessful files are destroyed after the retention period. ***TBS Registration:*** 001645 ***Bank Number:*** CAC PPU 115

Classes of Personal Information

Visiting Foreign Artists File

Personal information regarding artists may be contained in the visiting foreign artists files, which are organized alphabetically by institution, and are not retrievable by personal identifiers. Personal information includes name, address and curricula vitae of foreign artists invited to Canada.

Routine Correspondence and Other Subject Files

Personal information of a routine nature may be found in correspondence or other subject files. This information is generally not retrievable by personal name or other personal identifier and is normally not used for administrative purposes (e.g. requests for grant application forms or other correspondence not leading to an actual application).

Manuals

- Canada Council Policies Manual
- Chart of Financial Accounts
- Financial Policies and Procedures Manual
- Human Resources Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Council and its programs and functions may be directed to:

Communications Services
Canada Council
99 Metcalfe Street
Ottawa, Ontario
K1P 5V8
(613) 237-3400

Reading Room

In accordance with the Access to Information Act, the Council's library has been designated as a reading room. The address is:

99 Metcalfe Street
Ottawa, Ontario

Canada Deposit Insurance Corporation

Chapter 7

General Information

Background

The Canada Deposit Insurance Corporation (CDIC) was established in 1967 by the Canada Deposit Insurance Corporation Act. The Corporation's primary role is to provide, for the benefit of persons having deposits in a bank, trust or loan company, insurance against the loss of all or part of their deposits to a maximum of $60,000 in the event of the failure of the member institution concerned. The definition of "deposit" may be summarized as moneys received by a member institution which it is obligated to repay on demand, or on a fixed or determinable date that is within five years from the date of the deposit. Deposits not payable in Canada or repayable in foreign currency are not insured. In the furtherance of its main function, the Corporation may, amongst other powers, acquire assets from, or make or guarantee loans to, or deposits with a member institution for the purpose of averting or reducing a threatened loss to the Corporation.

Responsibilities

The Corporation's primary role is as set out above.

The Corporation's secondary role includes examining the affairs of member institutions in order to obtain information for deposit insurance purposes (under legislation, the examination of member institutions is the responsibility of the Office of the Superintendent of Financial Institutions); acting as lender of last resort to provide short-term liquidation loans under specified authority; managing the acquired assets of member institutions and reducing the risk of loss to the Corporation by guaranteeing loans or deposits with a member institution. In addition, the Corporation acts as curator of a bank, or liquidator or receiver of a member institution; and manages, monitors and invests a deposit insurance fund and other funds accumulated from the operations of the Corporation.

Legislation

- Canada Deposit Insurance Corporation Act
- Canada Deposit Insurance Corporation General By-Law
- Co-operative Credit Associations Act
- Investment Companies Act
- Part X of the Financial Administration Act

Organization

■ Legal Services Unit

This Unit is responsible for providing legal counsel and advice in all legal matters affecting the Corporation. It also performs administrative duties assigned to it by the Board of Directors.

■ Internal Audit Unit

This Unit is responsible for an independent examination and review of internal controls, policies and procedures; systems and practices; their application; and the extent to which they protect the interests of the Corporation. The internal auditor develops and maintains this function in accordance with provisions related to Crown corporations as outlined in the Financial Administration Act.

■ Public Relations Unit

This Unit formulates and develops communication policies that will enable it to support and establish the priorities, policies, programs and activities of the Corporation. It must also communicate those policies to member institutions and the general public.

■ Human Resources Department

This Department is responsible for administering the Corporation's Human Resource Program and for coordinating related activities such as staffing, pay and benefits, training and development, counselling and the application of the Program's policies and procedures in a standard and consistent manner.

■ Information Systems Unit

This Unit is responsible for the development and the implementation of new applications and for the operation and maintenance of existing systems. All aspects of office automation and all computer systems fall under this unit.

■ Insurance and Risk Assessment Unit

The main responsibility of this Unit is for the effective operation of the insurance, member relations and risk assessment functions of the Corporation. It is also responsible for developing and establishing standards of sound business and financial practices, and determining practices that warrant a premium increase.

■ Field Operations – Intervention department

The primary functions of this Department are to develop systems and procedures for the conduct of intervention, and to manage the operations of a number of member accounts.

■ Operations Unit

This Unit is mainly responsible for the management and the administration of operations in the Ottawa and Toronto offices; for the coordination of the activities of the Real Estate Advisory Committee and the Credit Committee; for the development of all corporate plans, budgets, and reports; and for the management of the Corporation's finances and accounting services.

Information Holdings

Program Records

Enquiries

Description: This program record includes correspondence relating to enquiries and queries from depositors or the general public. *Topics:* Generally related to deposit insurance limits and insurability of deposits. ***Program Record Number:*** CDI PRH 055

Member Institutions – Intervention

Description: This program record pertains to the intervention required when a member institution becomes insolvent, i.e., appointment of agents, wind-up process, payments to depositors, liquidation of assets and final dissolution. *Topics:* Agreements; disposal of assets; financial statements; loans; litigation; meetings; payments to depositors; and reports. ***Program Record Number:*** CDI FOI 050

Member Institutions – Monitoring

Description: This program record includes subjects relating to the monitoring of operations of members and the assessment of risk to the Corporation. *Topics:* Complaints; financial statements; regulatory reports; and the use of marks and signs in advertisements and on investment instruments. ***Program Record Number:*** CDI IRA 045

Member Institutions – Relations

Description: This program record includes subjects relating to the ongoing relations with members, the monitoring of the financial status of members and, in the case of members in financial difficulty, the investigation of alternatives to liquidation, i.e., liquidity loans, mergers, changes in management, etc. *Topics:* Applications for membership; policies and certificates of membership; Borrowing and Lending Guidelines; premium administration and regulatory reports. ***Program Record Number:*** CDI IRA 040

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting
Acts and Legislation
Administration and Management Services
Audits
Budgets
Building and Properties
Classification of Positions
Employment and Staffing
Equipment and Supplies
Finance
Human Resources
Office Appliances
Pensions and Insurance
Personnel
Procurement
Salaries and Wages
Training and Development

Personal Information Banks

Applications for Employment

Description: This bank serves as a reference for any applications received from individuals seeking employment with the Canada Deposit Insurance Corporation. These requests usually consist of a letter to which a curriculum vitae is attached and which contains such information as the name, address, education and experience of the individual. ***Class of Individuals:*** Individuals seeking employment with the Canada Deposit Insurance Corporation. ***Purpose:*** These applications are considered as positions become vacant. Information is compiled so that it can be referred to when considering a candidate for a vacated position. ***Consistent Uses:*** The bank is also used to store information on these individuals. ***Retention and Disposal Standards:*** The records are retained for two years, and are then destroyed. ***TBS Registration:*** 002292 ***Bank Number:*** CDI PPU 015

Payments to Depositors

This bank contains records supporting payments to insured depositors. The information relates to depositors of insolvent member institutions. The purpose of this bank is to determine the deposit insurance payments owing to insured depositors. This bank is also used to support payments made to depositors of insolvent members. The disposal criteria for this bank are to be established. ***Bank Number:*** CDI PPU 005

Personal Services Contracts

Description: This bank contains contracts placed with the Canada Deposit Insurance Corporation, types of services rendered, lengths of contracts and money expended. The bank contains the contracts and supporting documents. *Class of Individuals:* Individuals hired under the personal contracts by the Corporation. ***Purpose:*** The bank is used for accounting, reference and statistical purposes. ***Retention and Disposal Standards:*** The disposal criteria for this bank are to be established. ***TBS Registration:*** 002291 ***Bank Number:*** CDI PPU 010

Manuals

- Annual Report
- Information Brochure
- List of Member Institutions

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Corporation may be directed to:

Public Relations Services
Canada Deposit Insurance Corporation
22nd Floor, 320 Queen Street
P.O. Box 2340, Station D
Ottawa, Ontario
K1P 5W5
(613) 996-2081

Reading Room

In Accordance with the Access to Information Act, a reading room is available. The address is:

Place de Ville, Tower A
320 Queen Street, 22nd Floor
Ottawa, Ontario.

Canada Labour Relations Board

Chapter 8

General Information

Background

The original Canada Labour Relations Board (organized in 1948) was composed of members representing both management and labour appointed by the federal government to deal, on a part-time basis, with the orderly resolution of trade union representation disputes under the Industrial Relations and Disputes Investigation Act.

The Canada Labour Relations Board was established in its present form in 1972 by the amended Canada Labour Code (R.S.C. 1970, CL-1 as amended by S.C. 1972, c.18) and became effective March 1, 1973. The Board is a quasi-judicial body with statutory and regulatory powers pertaining to the administration of Part I of the Canada Labour Code dealing with industrial relations. The members of the Board are non-representational full-time appointees with experience and knowledge of industrial relations and labour law. As members of a non-partisan board they are prohibited from holding any other remunerated office or employment. In general, Part I of the Canada Labour Code charges the Board with a two-fold responsibility: that of granting, modifying and terminating bargaining rights, and that of resolving, through mediation or adjudication, complaints of unfair labour practice concerning violations of the Code by trade unions or employers.

Under Part II of the Code, the Board must, upon referral of a safety officer's decision, inquire into the circumstances giving rise to the decision and may confirm the decision or give any direction which the safety officer is entitled to give. The Board also rules on complaints by employees that they have been discriminated against or punished for exercising their rights in relation to safety.

Responsibilities

The Board's responsibility is set out above. On finding a violation of the Code, the Board is empowered to order reinstatement and compensation where appropriate. It is also empowered, upon application, to order employees to return to work in cases of illegal work stoppages and to attempt to resolve or adjudicate, where necessary, various other types of disputes that may arise under Part I of the Code.

Legislation

- Canada Labour Code (Parts I and II)
- Canada Labour Relations Board Regulations, 1978, SOR 78-499

Organization

The Board has a single program consisting of the administration and interpretation of certain sections of Part I and Part II of the Canada Labour Code. It is supported in this activity by investigation and mediation staff in offices located in Dartmouth, Montreal, Toronto, Winnipeg and Vancouver, as well as at its headquarters in Ottawa.

Information Holdings

Program Records

Acquisition and Termination of Bargaining Rights

Description: Case files concerning the acquisition by trade unions of the right to bargain collectively on behalf of employees in the federal jurisdiction, through certification as bargaining agent or by way of successor rights, and the termination of bargaining rights. *Topics:* Application for certification; application for declaration of single employer; application for revocation of certification; application for declaration of successor rights; application for declaration of sale of business; application for access to employer's premises for the purpose of soliciting union membership. *Program Record Number:* CLR OPS 005

Change of Terms and Conditions of Employment

Description: Application by employers under federal jurisdiction for permission to alter the rates of pay, or any other terms or conditions of employment, or any rights or privileges of employees who are the subject of an application by a trade union to represent the employees in collective bargaining. *Program Record Number:* CLR OPS 035

Collective Bargaining and Collective Agreements

Description: Applications concerning the existence of disputed collective agreements or the identification of parties bound by a collective agreement; applications concerning the failure of an employer to comply with obligations under a collective agreement respecting any proposed technological change; applications for permission to give the employer notice to begin collective bargaining following a notice of technological change; references from the Minister of Labour directing the Board to inquire into disputes related to the settlement of first collective agreements, and to impose a first agreement on the parties if necessary; applications by individuals who, because of religious beliefs, object to joining a trade union or to paying regular union dues to a trade union (The Board may allow an exception for such individuals, directing the amount normally paid for regular union dues to a registered charity chosen by the employee and the union.); applications by parties to a collective agreement to serve notice to bargain following the establishment of a portion of the public service as a Crown corporation and following certain determinations by the Board as to whether the agreement will remain in force, the expiration date if it does remain in force, whether the employees concerned constitute one or more units appropriate for collective bargaining, and which trade union shall be the bargaining agent for each unit. ***Topics:*** Determination of the existence of a collective agreement; revision of terms of collective agreement; technological change; leave to serve notice to bargain concerning technological change; provision of first agreement; religious objections; portion of the public service established as Crown corporation. ***Program Record Number:*** CLR OPS 030

Complaints of Unfair Labour Practice

Description: Complaints by persons or organizations that an employer, a trade union or a person has violated or failed to comply with provisions of the Canada Labour Code, Part I (Industrial Relations). ***Topics:*** Complaints related to failure to bargain in good faith, interference with the bargaining rights of a bargaining agent and changing of conditions of employment without the consent of the bargaining agent during the prescribed bargaining period; complaints alleging offences by employers such as interference with the formation or administration of a union or the representation of employees by a trade union, or discrimination against employees for union membership, union activity or the exercise of their rights under the Code; complaints alleging violations by trade unions such as trying to force an employer to bargain collectively in respect of employees for whom the union is not the bargaining agent, bargaining with an employer in respect of employees with the knowledge that another organization is the actual bargaining agent, interference in the formation or administration of an employer's organization, unauthorized soliciting of employees during their working hours at their place of employment, requiring the termination of an employee for loss of union membership unless that loss of membership is the result of failure to pay the required union fees, the application of membership rules or disciplinary procedures in a discriminatory manner, and discriminating against a person in matters related to employment or union membership because a person has exercised certain rights or fulfilled specified obligations under the Code; complaints alleging failure of a trade union to represent fairly all employees in the bargaining unit, or failure to establish rules for the referral of members to employment and apply the rules fairly, and alleging failure of a trade union to provide certified financial statements of its affairs to the end of its last fiscal year to any of its members free of charge. ***Program Record Number:*** CLR OPS 010

Review and Enforcement of Orders

Description: Applications to amend or rescind previous Board decisions or to reconsider previous decisions; requests to file Board orders in the federal court to give them the weight of an Order of the Court; or applications for the written consent of the Board to prosecute an offence under the Canada Labour Code. ***Topics:*** Application for review; filing of Board order in court; consent to prosecute. ***Program Record Number:*** CLR OPS 025

Safety of Employees

Description: Complaints by employees either alleging that their employer has imposed a penalty on them because they refused to work in accordance with their rights under Part II of the Canada Labour Code (Refusal to Work because of a Dangerous Situation, or requesting the Board to review a safety officer's decision concerning a refusal to work on grounds of a dangerous situation). ***Program Record Number:*** CLR OPS 020

Unlawful Work Stoppage

Description: Applications by an employer (in the case of a strike) or by a trade union (in the case of a lockout) for a declaration that the work stoppage is unlawful and for an order returning employees to work. ***Topics:*** Applications concerning unlawful strikes; applications in cases of unlawful lockout. ***Program Record Number:*** CLR OPS 015

Personal Information Banks

Religious Objections

Description: This bank contains applications by individuals who, because of religious beliefs, object to joining a trade union or to paying regular union dues to a trade union. The Board may order that a provision in a collective agreement requiring membership in a trade union or the payment of union dues as a condition of employment, not be applied to such employees. ***Class of Individuals:*** Individuals who work for companies under federal jurisdiction, as set out in the Canada Labour Code. ***Purpose:*** Personal information is obtained solely for the purpose of determining whether an employee's objections to membership in a trade union are based on true religious convictions. ***Consistent Uses:*** Religious objections may occasionally require a public hearing to determine complex issues which could affect the Board's decision regarding the objections. Such a hearing may result in the publication of a written judgement containing the facts surrounding the application and the Board's reasons for granting, or rejecting, the application. ***Retention and Disposal Standards:*** Simple cases (i.e., those that are withdrawn or settled without the holding of a public hearing) are kept for two years and then destroyed. Other cases are kept by the Board for 10 years, and then transferred to the National Archives of Canada for selective retention. ***TBS Registration:*** 002331 ***Bank Number:*** CLR PPU 015

Termination of Bargaining Rights

Description: This bank contains case files concerning applications for revocation of certifications which grant bargaining agents (unions) the right to represent employees in collective bargaining with employers in the federal jurisdiction. ***Class of Individuals:*** Individuals who work for companies under federal jurisdiction, as set out in the Canada Labour Code. ***Purpose:*** Personal information is obtained solely for the purpose of determining whether an individual is a member of the bargaining unit and therefore entitled to express support for or against his or her bargaining agent. ***Consistent Uses:*** Applications for revocation may occasionally require a public hearing in order to determine complex issues which could affect the Board's decision and may result in the publication of a written judgement which will contain the facts surrounding the application and the Board's reasons for granting or rejecting it. ***Retention and Disposal Standards:*** Files are kept for five years for successful applications and three years for unsuccessful applications, then transferred to the National Archives of Canada for selective retention. Cases which are withdrawn are destroyed after two years. ***TBS Registration:*** 000102 ***Bank Number:*** CLR PPU 010

Violations of the Canada Labour Code

Description: This bank contains case files concerning complaints by individuals that a section, or sections, of the Canada Labour Code, Parts I and II have been violated by their employer, their union, or another individual. Files may contain information on grievances, work records, or letters from unions or employers containing opinions or comments about individuals. ***Class of Individuals:*** Individuals who work for companies under federal jurisdiction, as set out in the Canada Labour Code. ***Purpose:*** Information about individuals is obtained solely for the purpose of bringing about a settlement to the dispute or, failing settlement, for the purpose of adjudication by the Board on the merits of the complaint. ***Consistent Uses:*** Information contained in case files, along with testimony given at public hearings may be published in written judgements which set out the Board's reasons for rejecting or upholding a complaint. Personal information is used solely for the purpose of settling or deciding on the merits of each case and is published solely for the purpose of explaining the Board's reasons for its decision and its policy in like cases. ***Retention and Disposal Standards:*** Case files are kept for five years if successful and three years if unsuccessful, and are then transferred to the National Archives of Canada for selective retention. Settled cases are kept for the minimum two years required and then destroyed. ***TBS Registration:*** 000101 ***Bank Number:*** CLR PPU 005

Classes of Personal Information

Other Personal Information Banks

Other case files and subject files held by operational services may contain personal information such as names of individuals, addresses, position titles, job descriptions, salaries, and membership in a trade union. The information is not retrievable by personal identifiers and is collected solely for the purpose of administering the Canada Labour Code. All files are organized by file number and are maintained by operational services at headquarters in Ottawa. Regional offices retain duplicate files for the purposes of investigation until the settlement of a case. Some personal information such as job descriptions and salaries may be published in written judgements where it is pertinent to the background of a case in which the Canada Labour Relations Board decides its decision requires formal elaboration. Such information is usually the result of testimony given at public hearings.

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act. Requests for further information about the Board and its various programs and functions may be directed to:

Head Office
C.D. Howe Building
240 Sparks Street
4th Floor West
Ottawa, Ontario
K1A 0X8

(613) 996-9466 Telex: 053-4426

Quebec Region
Guy Favreau Complex
200 René-Lévesque Boulevard West
Suite 1202 – East Tower
Montreal, Quebec
H2Z 1X4

(514) 283-3258

Ontario Region
4th Floor
350 Bay Street
Toronto, Ontario
M5H 2S6

(416) 973-3782

Western Region
800 Burrard Street
Suite 1600
Vancouver, British Columbia
V6Z 2G7

(604) 666-6001

Central Region
One Lakeview Square, Suite 300
155 Carlton Street
Winnipeg, Manitoba
R3C 3H8

(204) 983-3145

Atlantic Region
Queen Square, 6th Floor
45 Alderney Drive
Dartmouth, Nova Scotia
B2Y 2N6

(902) 426-7068

Reading Room

The Board's library has been designated as a reading room. The address is:

C.D. Howe Building, 240 Sparks Street
4th Floor West, Ottawa, Ontario.

Canada Lands Company Limited
Chapter 9

General Information

Background

The Canada Lands Company Limited has, by virtue of its letters patent of incorporation, the power to acquire, purchase, lease, hold, improve, manage, exchange, sell, turn to account or otherwise deal in or dispose of real or personal property or an interest therein. However, it has been used only to hold certain leasehold interests in two properties in London, England, and two properties on Indian reserves in Canada. The Corporation is also the sole or majority shareholder in four subsidiary corporations.

Organization

The Canada Lands Company Limited has no staff or budget. Its three directors are employees of Public Works Canada.

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.For further information about the functions and activities of the Canada Lands Company Limited, please contact:

Director
Crown Corporations
Realty Services Branch
Room E-533, Sir Charles Tupper Building
Riverside Drive
Ottawa, Ontario
K1A 0M2
(613) 736-2220

Canada Mortgage and Housing Corporation

Chapter 10

General Information

Background

Canada Mortgage and Housing Corporation (CMHC) was incorporated as a Crown corporation in January, 1946, by an Act of Parliament. CMHC has authority to act for the Government of Canada in all matters prescribed under the Housing Acts, principally the National Housing Act (NHA). CMHC reports to Parliament through a designated Minister. Its affairs are managed by a board of directors consisting of the chairman of the board, the President, a designated senior vice-president, five members from the public at large and two members from the public service, all appointed by the Governor-in-Council.

Responsibilities

The functions of CMHC, as stated in the National Housing Act, are to promote the construction of new houses, the repair and modernization of existing housing, and the improvement of housing and living conditions. Some of these programs have been used to further government objectives such as economic growth, job creation and energy conservation. CHMC activities are grouped into four components: Government Programs, Administered Funds, Asset Administration and Services to Others.

Legislation

- Canada Mortgage and Housing Corporation Act
- Financial Administration Act
- National Housing Act and Regulations

Organization

■ General Counsel and Corporate Secretariat

This sector consists of the Legal Division, Access to Information and Privacy Office, the Board and Committees Office.

■ Policy, Research and Communications Sector

This sector consists of Research Division, Strategic Planning and Policy Development Division, Project implementation Division, Statistical Services Division, Program Evaluation Division, International Relations Division, Community and Association Relations Division, Corporate Relations Office, Public Affairs Centre, and Minister's Office.

It is responsible for Part IX of the National Housing Act, under which CMHC has a mandate to undertake and support research into housing conditions and the adequacy of existing accommodation and community planning, and to disseminate the results to consumers, industry, governments and others.

■ Programs

This sector consists of Program Planning and Analysis Division, Program Operations Division, Program Portfolio Management Division and Market Analysis Centre. The objective of this Sector is to plan, deliver and manage Social Housing Programs in accordance with government policy and Federal-Provincial agreements and provide market analysis.

■ Insurance, Land and Asset Administration Sector

This sector is responsible for the operation of the CMHC mortgage insurance program, the administration of Corporation-owned mortgages, for the disposal of all categories of real estate assets and for providing technical support through consultation and advisory services. It consists of the following:

Land Management Division: Responsible for the development, management, and disposal of CMHC and partnership-owned lands. In addition, it develops selected surplus federal lands having housing opportunity on a fee-for-service basis in order to improve the supply of land for housing in demand-driven housing markets.

Asset Administration Division: Administers Corporation-owned mortgages and housing subsidy programs. It monitors and evaluates activity and is responsible for the prevention and the settlement of claims against the Mortgage Insurance Fund (MIF). In addition, it develops guidelines for the administration and disposal of all categories of real estate assets. It monitors and evaluates property management and marketing activities.

Insurance Directorate Division: Takes a lead role in the insurance program and is comprised of three groups: Underwriting Division, Business Planning and Risk Management and Client Development and Services. These responsibilities encompass policy development and implementation of the program, marketing and business strategies, actuarial analysis of the Mortgage Insurance Fund, and management of the Approved Lender Network. The Mortgage-backed Securities Centre is responsible for the delivery and administration of the NHA Mortgage-Backed Securities program including shared responsibility with Underwriting Division for policy development.

Professional Standards Division: Provides professional support for CMHC program operations and field offices through consultation and advisory services. It advises on appraisal, landscape architecture, engineering, inspection, housing design, building technology, technical drafting services and metric policies.

Mortgage Insurance Operations Centre: Performs centralized default management and claims payment functions in support of CMHC's contractual insurance obligations under the mortgage insurance policy. It provides services to clients based on portfolio accounts and supports the marketing of high quality NHA insurance products and service from initiation to claims payment.

■ Corporate Resources Sector

This sector is responsible for the policies, procedures, standards and administration of the entire sphere of human resources management, the business systems required to support the operational needs of the Corporation and financial processes. It includes Human Resources Division, Personnel Services Division, Administration Division, Corporate Security Centre, Finance, Debt and Risk Management Treasury and the Management Information Services Directorate.

■ Operations Audit Division

Performs comprehensive audits of responsibility centres, functions, programs, systems and Federal/Provincial Agreements. In addition, conducts special audits involving non-profit and co-op sponsors, real estate fee managers and approved lenders.

Information Holdings

Program Records

Appraisals

Description: Correspondence and information on appraisal support services for CMHC program operations. *Topics:* Monitoring and evaluation of projects, maximum unit prices, land values and land services costs, monitoring basic rates; mobile homes; rehabilitation procedures and costs; appraisal training and workshops. *Access:* Files arranged by project. ***Program Record Number:*** CMH IAA 175

Auditing Services

Description: Information on the Annual Statutory Audit and other special audits contracted to the External Auditors. Information on the Special Examination carried out by the External Auditors at a frequency not greater than every five years. Information on audit policy, standards, practices and the results/opinions of audits conducted to assess the management, administrative and operating practices within CMHC and its delivery agents or provincial/territorial partners pertaining to their delivery of Federal/Provincial cost-shared social housing programs. *Topics:* External Audits; Special Examination Reports; and Internal Audits. *Access:* Within each topic, files are arranged by policy, general administration and audit entity. ***Program Record Number:*** CMH OAD 352

Canada Home Renovation Plan (CHRP)

Description: Information on the administration and monitoring of the Canada Home Renovation Plan. *Topics:* Regulations; eligible areas, properties, property standards; financing and security; CMHC agents; applications and loan process; program interfaces; inspection requirements. *Access:* Individual loan case files. Program was terminated 12 July 1983. ***Storage Medium:*** EDP systems. ***Program Record Number:*** CMH PSO 095

CMHC Inspection Services

Description: CMHC internal inspections and external contracts (on a fee-for-service basis) to provide services such as housing inspections. *Topics:* Service to clients of CMHC programs; Canadian Home Insulation Program (CHIP); Home Warranty Program; Canadian General Standards Board; Canadian Standards Association; inspection training; technical bulletins; metric conversion; general engineering data on residential construction. *Access:* Files arranged by project. All MURB certificates have been transferred to the Department of National Revenue (Taxation). All files and applications have been retained at CMHC. CHIP Program was terminated December 31, 1986. ***Program Record Number:*** CMH IAA 350

Community Services Contribution Program

Description: Program was terminated in 1984. ***Program Record Number:*** CMH PDR 220

Default Management

Description: Correspondence and information on the control of approved lenders' and CMHC direct-insured loans in arrears. *Topics:* Interventions to salvage projects; approved lenders' arrears reports; correspondence with approved lenders and CMHC field offices; monthly statistical arrears reports; transcript of accounts for centralized CMHC direct-insured loans. *Access:* Arrears reports arranged chronologically by lender. ***Storage Medium:*** Individual loan files are partly on EDP; transcript of accounts are on microfilm. ***Program Record Number:*** CMH IAA 120

Demonstration Projects

Description: Information on specific projects undertaken to test the feasibility and cost of particular new and alternative housing designs and concepts. *Topics:* Submissions and briefs; feasibility studies; planning and design; agreements; selection of consultants; contracts. *Access:* By project or activity. ***Program Record Number:*** CMH PDR 235

Emergency Repair Program

Description: Information on the program which provides funds to clients living in housing that has serious health and safety hazards. *Topics:* Funding; repairs; native status; location. *Access:* By province and by individual files. ***Program Record Number:*** CMH PSO 051

Energy Conservation

Description: Information and correspondence on CMHC programs prior to October 28, 1980, to assist homeowners in upgrading the insulation of older homes. *Topics:* Home Insulation Program (HIP), Canadian Home Insulation Program (CHIP), National Energy Program. *Access:* Files arranged by province. HIP was terminated December 31, 1981, and CHIP was terminated December 31, 1986. ***Program Record Number:*** CMH IAA 340

External Research

Description: Information and correspondence on grants in support of advanced research in the social, economic, legislative, environmental, physical or administrative aspects of housing. *Topics:* Applications; advertising; awards committee; yearly program planning. *Access:* Files arranged by applicant. *Program Record Number:* CMH PDR 185

Federal-Provincial Housing

Description: Information on federal-provincial interdepartmental agreements, and other intergovernmental contractual agreements; information on the costs of public housing projects shared by federal-provincial partnership and provincially leased. *Topics:* Federal-provincial public housing agreements; rural and native housing agreements; miscellaneous agreements under various sections of the National Housing Act; interdepartmental agreements; management of projects; inspections; rental scale study; rent supplement program; CMHC subsidies; individual public housing projects. *Access:* Files arranged by province, municipality and project. *Program Record Number:* CMH PDR 050

Grant Assistance (program terminated)

Description: Information on grant assistance under the Canadian Homeownership Stimulation Plan and the Canada Mortgage Renewal Plan. *Topics:* Applications; grant assistance; termination of assistance; statement of accounts; program statistical and analytical reports; applicant files, including the certification by the lender and the application. *Access:* Grant case files arranged by individual. Programs terminated December 31, 1983. Files will be kept until December 31, 1993. *Program Record Number:* CMH IAA 140

Home Improvement Loan Insurance Fund

Description: Administration of the Home Improvement Loans Fund. *Topics:* Lenders' reports of outstanding loans; bad debt collection reports; ledger cards (bad debts); contingent liability register. *Access:* By lender and borrower. *Program Record Number:* CMH IAA 130

Housing Advisory Documents

Description: Information on research and development of community and building standards and guidelines. *Topics:* Site planning; noise; grading and landscaping; insulation; internal space in dwellings; condensation, ventilation, vapour barriers and air quality; windows, doors, walls and floors; moveable insulating devices; mobile homes; nursing homes; septic tanks; radon gas; wood foundations; fire ratings; wood framing techniques; shell housing; log houses; density of housing; leisure facilities; parking; facilities for disabled and elderly; housing access. *Access:* By subject. *Program Record Number:* CMH PDR 195

Housing Authorities

Description: Information on the formation of housing authorities and appointment of members to boards responsible for administering federal-provincial low-rental housing projects. *Topics:* Federal representatives to nominating committees; formation of housing authority boards and membership; federal representatives on boards. *Access:* Files arranged by municipality. *Program Record Number:* CMH PDR 305

Housing Design

Description: Information on standards, guidelines, graphics, and presentations. *Topics:* Site planning; federal-provincial housing plans; audio-visuals on landscape; design for emergency accommodation; care facilities for the elderly. *Access:* Files arranged by project. *Program Record Number:* CMH IAA 165

Housing Survey Data

Description: Data acquired through regular Corporation surveys or from Statistics Canada reports. *Topics:* Conventional lending, housing starts and completions; market absorption; apartment vacancies and rents; census and ad-hoc survey information. *Access:* Files arranged by geographic location and survey. *Storage Medium:* EDP systems. *Program Record Number:* CMH PDR 230

Housing Technology

Description: Information on technical and engineering services necessary to meet the current program delivery needs and objectives. *Topics:* Technical builders' bulletins; CMHC-prescribed standards of construction; Residential Rehabilitation Assistance Program monitoring. *Program Record Number:* CMH IAA 170

Housing Technology Incentives

Description: Information on contributions to developers and others to pay for developing and testing innovative ideas and products. *Topics:* Program enquiries; objectives and priorities; lists of associations and memberships; consultations; project applications; drawings; contracts; project payments; evaluation reports; selection committee. *Access:* Files arranged by year and individual application.Applications for access are subject to third-party intervention. *Program Record Number:* CMH PDR 200

Insurance Claims

Description: Information on insurance claims and documentation of individual claims against the Mortgage Insurance Fund. *Topics:* Individual insurance claim files; claim form; title documents, and other supporting documents such as transcript of mortgage account, copies of invoices, etc. *Access:* Files are arranged by docket. *Program Record Number:* CMH IAA 125

Interest Deferral (program terminated)

Description: Information on the application for and approval of assistance for mortgage renewal by interest deferral. *Topics:* Applications; approvals; deferral arrangements; statements of account; termination of assistance; arrears reporting; retroactivity; applicant files, including certification by lender and application forms. *Access:* Files arranged by individual, certification number and Canada Mortgage Renewal Plan (CMRP) number. Program terminated December 31, 1983. Files will be retained until 1992. ***Program Record Number:*** CMH IAA 135

International Housing

Description: International agreements and correspondence on bilateral and multilateral housing issues. ***Topics:*** Organization for Economic Co-operation and Development (OECD); United Nations and regional economic commissions; major UN conferences; international governmental and non-governmental organizations; special international projects; international involvement of provinces and territories. ***Access:*** Files arranged by international organization and country. ***Program Record Number:*** CMH PDR 310

Land

Description: Information on federal contributions and loans to municipalities and provincial agencies, sometimes in partnership with CMHC, to acquire and develop an adequate supply of serviced residential land for high-standard residential development; public and private land development programs and public land assembly. Provide fee-for-service expertise to other federal departments for managed land disposals. ***Topics:*** Improvement of urban settings, Land Assembly loans; CMHC-owned lands; market and feasibility analyses; financial viability; land disposal and leasing; policy research. ***Access:*** Files arranged by project, province and municipality. ***Program Record Number:*** CMH IAA 085

Market Analysis

Description: Information reports and analysis on local, provincial and national housing markets. ***Topics:*** Mortgage market national outlook, interest rate forecasts, housing markets by Census Metropolitan Area (CMA), economic forecast, sectorial analysis. ***Access:*** Files arranged by CMA, or by quarter or annually on a national basis. ***Program Record Number:*** CMH PSO 101

Mortgage Administration

Description: Policy and correspondence on administration, monitoring and evaluation of loan activity under the National Housing Act. ***Topics:*** Mortgage documents; taxes; loan advances; statement of accounts; loan amortization and repayment; assistance reviews; rental reviews; mortgage renewals; mortgage sales; non-amortization of accounts; re-amortization of accounts; discharges; partial discharges; easements. ***Access:*** Files arranged by loan case file. ***Program Record Number:*** CMH IAA 115

Mortgage Rate Protection Program

Description: Documentation for administration of Mortgage Rate Protection Program (MRPP). ***Topics:*** Lender certification, claims application; benefit payment record; statistical and analytical reports. ***Access:*** The files are arranged by individual, lender certification number and MRPP number. ***Program Record Number:*** CMH IAA 160

Municipal Incentive Grants

Description: Information on the encouragement of municipalities to develop land for modest-size, medium density housing units. ***Topics:*** Policy, procedures and enquiries; individual municipalities' requests for payments. ***Access:*** Statistical information arranged by province and municipality. This program was terminated December 31st, 1978. ***Program Record Number:*** CMH IAA 080

Municipal Infrastructure

Description: Information on loans and grants provided to municipal authorities for water and sewage treatment systems and related studies. ***Topics:*** Individual loan and grant applications; federal-provincial joint committees; program monitoring; regional sewerage and water plan studies. ***Access:*** Statistical information arranged by province and municipality. This program was terminated in April, 1980. ***Program Record Number:*** CMH IAA 075

Neighbourhood Improvement Program (NIP) and Residential Rehabilitation Assistance Program (RRAP)

Description: Information on the administration and delivery of the Neighbourhood Improvement and Residential Rehabilitation programs. ***Topics:*** Inter-program impact; program development; property inventory; training seminars; rehabilitation standards; conversion studies; and renovations for the disabled. ***Access:*** Neighbourhood Improvement Program information is arranged by municipality and neighbourhood; Residential Rehabilitation Assistance Program, by individual case loan. NIP was terminated December 31st, 1984. ***Storage Medium:*** EDP Systems. ***Program Record Number:*** CMH PSO 090

NHA Mortgage-Backed Securities

Description: Correspondence, documents, and information on the delivery, administration and monitoring of the MBS program. ***Topics:*** Issuer approvals; applications and approvals to issue mortgage-backed securities; monthly accounting reports; analytical reports; policies and procedures. ***Storage Medium:*** Manual files and EDP system. ***Access:*** Records maintained by MBS pool and by Issuer. ***Program Record Number:*** CMH IAA 107

Non-Profit and Co-operative Housing

Description: Information on provincial, municipal and private non-profit corporations operating rental housing projects for persons of low and moderate income, and co-operatives providing housing for their low- and moderate-income members. ***Topics:*** Federal-provincial agreements; subsidy assistance; monitoring and advertising; rental scales; charter approval; unit sales, sales tax rebates and exemptions; annual reporting; construction management and rehabilitation; housing acquisition techniques; insured loans; land lease; rural and urban native housing; proposal development funding; CROP. ***Access:*** Loan files arranged by province and locality as well as by loan files. The Residential Rehabilitation Assistance Program (RRAP) was terminated 31 December 1985. ***Storage Medium:*** Insured loans on microfilm. ***Program Record Number:*** CMH PSO 055

Program Evaluation

Description: Information relating to the development of CMHC five-year program evaluation plans. ***Topics:*** Public housing tenant surveys; non-profit and co-operative housing; social housing; rent supplement; rural and native housing; Residential Rehabilitation Assistance Program (RRAP); rental market program mortgage insurance; Canadian Home Ownership Stimulation Plan (CHOSP); Canada Home Renovation Plan (CHRP); Federal Housing Action Program (FHAP); Assisted Home Ownership Program (AHOP). ***Access:*** Arranged by subject area. ***Program Record Number:*** CMH PDR 225

Programs Delivery

Description: CMHC's participation, from October 1980 to March 1986, with the Department of Energy, Mines and Resources in the delivery of federal assistance to upgrade the insulation of older homes. ***Topics:*** Administration and contractual arrangement with the Department of Energy, Mines and Resources; budget and program forecasts; activity reports. ***Program Record Number:*** CMH IAA 345

Rehabilitation Skills Training Course (RSTC)

Description: Program terminated December 31, 1984. ***Program Record Number:*** CMH PSO 100

Research and Development Projects and Activities

Description: Information on research and development projects, activities and plans, and the distribution of resulting information. ***Topics:*** Housing demand and the need for housing assistance; housing finance, mortgage and capital markets; housing supply, distribution; liaison and communication activities with consumers, agencies and industries; research and activity plans and support. ***Access:*** By subject area and/or contractor. ***Program Record Number:*** CMH PDR 180

Rural and Native Demonstration Program

Description: This program will involve the administration and delivery of approximately 500 demonstration housing units over the next five-year period. ***Topics:*** Correspondence; executed contracts; tender documentation and general information about the program's objectives and approval process. ***Access:*** Retrievable by project or activity. ***Program Record Number:*** CMH PDR 236

Rural and Native Housing

Description: Studies and training in support of rural and native housing programs. ***Topics:*** Rural and Native Housing Task Force; native housing policy proposals; non-status Indian construction companies; information about sustaining grants; Rural and Native Housing Secondment Program, and training plans. ***Access:*** Files arranged by province. ***Program Record Number:*** CMH PSO 060

Scholarships

Description: Information and correspondence on the provision of graduate scholarships in support of advanced education in housing and community planning. ***Topics:*** Applications; advertising; awards committee; program planning. ***Access:*** Files arranged by applicant. ***Program Record Number:*** CMH PDR 190

Underwriting

Description: Correspondence and documents on the analysis, monitoring and evaluation of loans, mortgages and guarantees. ***Topics:*** Simplification of mortgage forms; claims risks and forecasts; underwriting policies and procedures; loan regulations; mortgage loan underwriting training; new developments in the mortgage insurance market; loan acquisition review; various types of mortgages. ***Access:*** Files arranged by loan case file. ***Storage Medium:*** EDP system. ***Program Record Number:*** CMH IAA 105

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting
Acts and Legislation
Administration
Administration and Management Services
Budgets
Buildings and Properties
Buildings
Classification of Positions
Co-operation and Liaison
Employment and Staffing
Equipment and Supplies
Finance
Furniture and Furnishings
Human Resources
Lands
Occupational Health, Safety and Welfare
Office Appliances
Official Languages
Pensions and Insurance
Personnel
Procurement
Salaries and Wages
Staff Relations
Training and Development
Utilities
Vehicles

Personal Information Banks

Access to Information and Privacy Requests

Description: This bank contains the Access to Information and Privacy request files, the replies to such requests, and information related to their processing. ***Class of Individuals:*** Individuals requesting access to records under the Access to Information Act and the Privacy Act. ***Purpose:*** The purpose of this bank is to process access requests only. ***Retention and Disposal Standards:*** Records are retained for three years following closure of the files. ***TBS Registration:*** 001931 ***Bank Number:*** CMH PPU 100

Application – Housing

Description: This bank contains a record of information relating to Request for Proposals (RFPs) and to persons to whom CMHC sells or leases property, and who are waiting to occupy CMHC-owned property. The data include personal characteristics, financial obligations of the individual, and authority to obtain a credit rating. ***Class of Individuals:*** Individuals applying to purchase or rent and individuals and companies submitting proposals for the purchase of real estate. ***Purpose:*** The purpose of this bank is to verify the financial capability of individuals and to provide a source of interested investors for housing projects. ***Retention and Disposal Standards:*** Records are retained for seven years after mortgage is discharged or rental terminated. RFP applications are microfilmed and retained indefinitely. ***TBS Registration:*** 001922 ***Bank Number:*** CMH PPU 050

Board of Directors

Description: The bank contains correspondence relating to recommended nominees, the Order-in-Council appointing the member, a brief biography, statement of qualifications, statement of acceptances, oath of fidelity and secrecy and statement of conflict of interest. ***Class of Individuals:*** Candidates for appointment and appointees to the CMHC Board of Directors. ***Purpose:*** The purpose of the bank is to assist in the appointment of individuals as directors of CMHC and to record information regarding their services as directors, including declarations on conflict of interest. ***Consistent Uses:*** The information in this bank is used for reporting required for Treasury Board Secretariat and the Privy Council Office. ***Retention and Disposal Standards:*** Records are retained for two years after a director ceases to hold office. ***TBS Registration:*** 001930 ***Bank Number:*** CMH PPU 095

Canada Mortgage and Housing Corporation Directed Research

Description: This bank maintains data on candidates suitable for consideration to conduct CMHC-directed research in housing. The bank contains the following types of information: curricula vitae, references, letters of evaluation, review and evaluation comments. ***Class of Individuals:*** Professionals, consultant firms and individuals, research and technical firms. ***Purpose:*** The purpose of this bank is to maintain an inventory of individuals capable of undertaking housing research and to monitor and administer funds for research projects. ***Consistent Uses:*** The information contained in this bank is used to maintain statistics relating to research and development program activity. ***Retention and Disposal Standards:*** Records are retained for two years after completion, then reviewed for disposal. ***TBS Registration:*** 001928 ***Bank Number:*** CMH PPU 080

Claims and Action By or Against CMHC

Description: This bank is established to record mandates to external legal counsel, legal opinions, decisions, information and judgements concerning claims by or against the Corporation. ***Class of Individuals:*** Legal counsel and individuals involved in legal actions. ***Purpose:*** The purpose of this bank is to effect satisfactory settlement of claims against or by CMHC or to present CMHC's case before the courts. ***Consistent Uses:*** The information contained in this bank is used to report to CMHC's Board of Directors, to auditors and to the minister responsible for CMHC. ***Retention and Disposal Standards:*** Records are retained for 10 years following the closure of the files, then transferred to the National Archives of Canada. ***TBS Registration:*** 001927 ***Bank Number:*** CMH PPU 075

Construction, Repairs, Maintenance Suppliers and Consultant Services Contracts

Description: The bank provides a complete record of all matters relating to the administration of each contract including the control of payments. Data contained in the bank includes requests for contracts of service from CMHC, tender or service forms, the contract and correspondence. ***Class of Individuals:*** Service contractees. ***Purpose:*** The purpose of this bank is to retain information on contractors, entrepreneurs, consultants and suppliers, as well as on the services they provide or products they supply or produce. ***Retention and Disposal Standards:*** Records are destroyed seven years after the lease is terminated or the premises are vacated, whichever is later. ***TBS Registration:*** 001926 ***Bank Number:*** CMH PPU 070

External Research

Description: This bank was created for administering the review of applications for funding under Part IX of the National Housing Act (NHA) and for the administration of funds to those approved for external research grants in areas related to housing policies and programs. It contains curricula vitae; research or work proposals; references; letters of evaluation and the review committee members' comments on each proposal. ***Class of Individuals:*** Persons interested in undertaking independent research on housing and related topics. ***Purpose:*** The purpose of this bank is to compile an inventory of applicants seeking financial support for independent research undertakings. ***Consistent Uses:*** The information contained in this bank is used to maintain statistics on program activities and applicants. ***Retention and Disposal Standards:*** Files are retained for six years after cessation of the project. ***TBS Registration:*** 001934 ***Bank Number:*** CMH PPU 115

Federal Housing Action Program System (FHAP)

Description: This bank maintains information on the current status of the Assisted Rental Program (ARP) accounts. ***Class of Individuals:*** Borrowers eligible to receive assistance under the ARP. ***Purpose:*** The purpose of this bank is to administer the ARP and to produce automated monthly cheques for eligible borrowers. ***Consistent Uses:*** The information is used to provide analysis and statistical reports. ***Retention and Disposal Standards:*** Direct loans files are retained for two years; multiples, rentals and condominium projects are retained for five years following full payment of mortgage. ***TBS Registration:*** 001914 ***Bank Number:*** CMH PPU 010

Home Improvement Loans Files

Description: The bank contains personal and financial characteristics pertinent to the obtaining of loans and to collection action. ***Class of Individuals:*** Applicants for home improvement loans. ***Purpose:*** The purpose of this bank is to create and maintain individual files on home improvement loan borrowers who have obtained loans from any designated accredited lending agency under the NHA for purposes of improving their housing units. ***Consistent Uses:*** The information in this bank is used for the issuance of the quarterly arrears report. ***Retention and Disposal Standards:*** Records are retained for two years following maturity or other termination of the loan; if the loan is secured by a promissory note, the file is retained for eight years. The quarterly arrears report is destroyed two years after the date of the report. ***TBS Registration:*** 001921 ***Bank Number:*** CMH PPU 045

Housing Policy and Research Information Distribution

This bank is comprised of mailing lists containing the names and addresses of individuals and firms interested in obtaining acquisition lists and information on CMHC research publications. The information in the bank relates to persons, firms and agencies interested in long-term research and in CMHC research and development activities. The information was obtained to mail information on library acquisitions and research publications to interested parties. Individual names are deleted upon request. These files are retained for two years. ***Bank Number:*** CMH PPU 085

Housing Rehabilitation and Renovation

Description: The bank contains data on each applicant and property for NHA loans and grants for residential rehabilitation and renovation under the Residential Rehabilitation Assistance Program (RRAP), the Canada Home Renovation Plan (CHRP) and the Rural and Native Housing Emergency Repair Program (ERP). ***Class of Individuals:*** Recipients of housing rehabilitation assistance. ***Purpose:*** The purpose of this bank is to assess applicants' eligibility and financial capability, and to administer loans and grants. ***Consistent Uses:*** The information in this bank is used for analytical and reporting purposes and to investigate cases of suspected fraud. ***Retention and Disposal Standards:*** Homeownership – Documents received from local offices are retained on a microformat at the national office for two years following the life of the mortgage. In the local office, all loan documentation is retained for a period of six months following the issuance of a Certificate of Insurance, and then transferred to the local National Archives of Canada facility for a period of seven years. ***TBS Registration:*** 001919 ***Bank Number:*** CMH PPU 035

Housing Technology Incentives Program

Description: This bank is used to review applications for the Housing Technology Incentives Program and to administer the funds to those approved. Each applicant file contains: name, address, details of the proposal, contract, requests for payments and comprehensive project reports. ***Class of Individuals:*** Inventors and product developers, firms and individuals. ***Purpose:*** The purpose of this bank is to determine recipients of Housing Technology Incentives grants and to administer the grants. ***Consistent Uses:*** The information contained in the bank is used to compile statistics. ***Retention and Disposal Standards:*** Records are destroyed five years after their submission to CMHC. ***TBS Registration:*** 001929 ***Bank Number:*** CMH PPU 090

Investigative Bodies

Description: This bank contains "Requests for Disclosure to Investigative Bodies" of CMHC case files (loans, grants, etc.) by federal/provincial investigative bodies covered by federal/provincial agreements under the Privacy Act. ***Class of Individuals:*** Individuals named by investigative bodies. ***Purpose:*** The purpose of this bank is to assist in investigations by investigative bodies named in federal/provincial agreements under the Privacy Act. ***Retention and Disposal Standards:*** Records are retained for five years following the request. ***TBS Registration:*** 001933 ***Bank Number:*** CMH PPU 110

Investors Settlement System (ISS)

Description: The bank contains information, such as the administration fee code and investor name and code, to support remittances to investors for sold mortgages administered by CMHC. ***Class of Individuals:*** Investors for sold mortgages administered by CMHC. ***Purpose:*** The purpose of this bank is to provide a business system which supports remittances to investors for sold mortgages administered by CMHC. ***Retention and Disposal Standards:*** Records are retained for five years after settlement. ***TBS Registration:*** 001916 ***Bank Number:*** CMH PPU 020

Lawyers and Notaries Appointed Agents of CMHC

Description: This bank contains information on lawyers and notaries appointed by the government as agents of CMHC. ***Class of Individuals:*** Lawyers and notaries appointed to act as legal agents for CMHC. ***Purpose:*** The purpose of this bank is for internal accounting and monitoring of activity. ***Consistent Uses:*** The information contained in this bank is used for reports to the minister responsible for CMHC. ***Retention and Disposal Standards:*** Records are retained for seven years after appointment is terminated. ***TBS Registration:*** 001925 ***Bank Number:*** CMH PPU 065

List of Landlords

Description: This bank contains the names and addresses of landlords from whom CMHC leases property, descriptions of the property and the amount of the rental. ***Class of Individuals:*** Entrepreneurs who rent property to CMHC. ***Purpose:*** The purpose of this bank is to establish a list of persons from whom the Corporation leases property/accommodation. ***Retention and Disposal Standards:*** Files are retained for seven years after termination of lease and then destroyed. ***TBS Registration:*** 001924 ***Bank Number:*** CMH PPU 060

Mortgage Rate Protection Plan

Description: This bank contains information on individuals applying for assistance under the Mortgage Rate Protection Plan (MRPP). *Class of Individuals:* Individuals holding a mortgage under the plan. *Purpose:* The purpose of this file is to administer MRPP loans. *Retention and Disposal Standards:* Records are retained for two years after the expiration of the contract. *TBS Registration:* 001932 *Bank Number:* CMH PPU 105

National Housing Act (NHA) Insured Loans Files

Description: This bank is comprised of all loans made since 1961 under sections 8.1 (formerly 6), 57 (formerly 34.15), 15.1 (formerly 58) and 98 (formerly 59) of the NHA. Records include details on applicants, income, age and family composition. *Class of Individuals:* Applicants for NHA insured loans. *Purpose:* The purpose of this bank is to document the underwriting process. *Consistent Uses:* The bank is used for statistical purposes and for program evaluation. *Retention and Disposal Standards:* Homeownership: In the local office, all loan documentation is retained for a period of six months following the issuance of a Certificate of Insurance and then transferred to the local National Archives of Canada facility for a period of seven years. Multiples, rentals and condominium projects: In the local office, all loan documentation is retained for a period of six months following the issuance of a Certificate of Insurance and then transferred to the local National Archives of Canada facility for a period of 15 years. Documents received from local offices are retained on a microformat at the national office for two years following the life of the mortgage. *TBS Registration:* 001920 *Bank Number:* CMH PPU 040

National Housing Act (NHA) Mortgage Assistance

Description: The Canadian Home-ownership Stimulation Plan (CHOSP) and the Canada Mortgage Renewal Plan (CMRP) files contain personal information provided by applicants on their financial and loan details, personal income, etc. These programs were terminated December 31, 1983. *Class of Individuals:* Home-owner applicants for CHOSP and CMRP. *Purpose:* The purpose of this bank is to determine eligibility for grant assistance and to administer CHOSP and CMRP programs. *Consistent Uses:* Information contained in this bank is used for analytical, reporting and research purposes. *Retention and Disposal Standards:* CMRP and CHOSP files are kept for 10 years after programs are terminated. *TBS Registration:* 001917 *Bank Number:* CMH PPU 025

National Housing Act (NHA) Mortgage Loan Administration Files

Description: The NHA loan files include information such as employment, salary, dependents, financial statements, management capabilities, and copies of correspondence relating to the repayment and ongoing administration of the mortgage loan. *Class of Individuals:* Individual borrowers under the NHA. *Purpose:* The purpose of this bank is to determine eligibility and administer loans. *Retention and Disposal Standards:* Records are retained for two years after loan is terminated. *TBS Registration:* 001915 *Bank Number:* CMH PPU 015

NHA Mortgage Backed Securities Program

Description: Information on individual investors maintained by a central payer and transfer agent (CPTA) on behalf of the program and under contract to CMHC. *Class of Individuals:* Investors (institutional and retail, i.e. individuals) who own an NHA Mortgage-Backed Security. *Purpose:* The purpose is to record ownership of MBS certificates, permit payment to investors, allow dissemination of information to investors. *Retention and Disposal Standards:* Dormant 7 years following pay out of certificate or completion of all administration action. Records will be retained for a period of at least 10 years. *Bank Number:* CMH PPU 125

Rural and Native Housing Program/Client Information

Description: The bank is used to maintain files on clients of CMHC's Rural and Native Housing Program. It contains personal and financial information, including client characteristics, repayment patterns and social insurance number. *Class of Individuals:* Native and rural residents requiring housing assistance. *Purpose:* The purpose of this bank is to monitor and administer the program and its delivery. *Consistent Uses:* The information in this bank is used for statistical and accounting purposes and to monitor demographic changes. *Retention and Disposal Standards:* Direct loan files are retained for two years; multiples, rentals and condominium projects are retained for five years following full payment of mortgage. *TBS Registration:* 001918 *Bank Number:* CMH PPU 030

Scholarship Program and Awards Programs

Description: This bank was created for the administration and review of applications under Part IX of the National Housing Act (NHA) for university scholarships or awards in housing-related areas. It contains the following: curricula vitae, research or work proposals, references, letters of evaluation, and the review committee members' comments on each proposal. Social insurance numbers are collected pursuant to the Income Tax Act. *Class of Individuals:* Individuals interested in pursuing graduate or postgraduate education or in receiving recognition for achievement in housing. *Purpose:* The purpose of this bank is to compile an inventory of applicants seeking a scholarship award for graduate or postgraduate study or a CMHC housing award. *Consistent Uses:* The information in this bank is used to maintain statistics on program activities and applicants. *Retention and Disposal Standards:* Records are retained for six years after cessation of the term of the projects. *TBS Registration:* 001923 *Bank Number:* CMH PPU 055

Classes of Personal Information

Program Evaluation

This class of personal information contains data collected specifically for CMHC program evaluation studies. The data are used to support program evaluation, policy analysis and program development. Included in this bank are data related to client surveys, dwelling surveys, industry surveys and data collected to measure the impact of programs. This bank is located at CMHC national office. Routine files are destroyed two years following completion of the evaluation. Files are retrievable by program evaluation study.

Manuals

- Administration Guide for NHA Insured Mortgage Loans
- CMHC's Healthy Housing Design Competition - Guide and Technical Requirements
- CMHC Housing Awards: Guidelines and Application
- CMHC Mortgage Loan Insurance Handbook
- CMHC Publications Catalogue (NHA 5006)
- Computer Centre Users' Guide
- Corporate Management Structure
- Counselling Handbook – Homeownership
- Default Management and claims (Administrative Guide)
- External Research Program Guidelines
- Graduate Scholarships Program Guidelines
- Guidelines and Procedures Manual (32 volumes)
- Housing Technology Incentives Program Application Guidelines
- Innovations and Housing for Seniors
- Instrument of Delegation of Financial Signing Authorities
- Management Information Services Practices
- NHA Mortgage-Backed Securities
- Pension Fund Handbook
- Pension Fund Operations Manual
- Portfolio Management Training Manual for Mortgage Administration
- Professional Standards
- Residential Rehabilitation Assistance Program (RRAP)
- Security of Information Classification Guide
- Social Housing Forecasting Model User Handbook
- Subject Classification Guide

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

For further information about the Corporation and its activities, programs and publications may be obtained from:

Public Affairs Centre
Canada Mortgage and Housing Corporation
700 Montreal Road
Ottawa, Ontario
K1A 0P7

(613) 748-4639
Fax: (613) 748-5573

Reading Room

The CMHC library has been designated as a public reading room according to the Access to Information Act. The library's address is:

Canadian Housing Information Centre,
700 Montreal Road,
Ottawa, Ontario.

Additional reading rooms are available at each Regional and Branch Office.

Canada Ports Corporation

Chapter 11

General Information

Background

Canada Ports Corporation was established in 1983 pursuant to the Canada Ports Corporation Act. This Act amended the National Harbours Board Act of 1936, the Government Harbours and Piers Act and the 1964 Harbour Commission Act. Reporting to Parliament through the Minister of Transport, Canada Ports Corporation is a Schedule III, Part II Crown Corporation under the Financial Administration Act.

Since 1983, pursuant to the Canada Ports Corporation Act, the ports of St. John's, Halifax, Saint John, Quebec, Montreal, Vancouver, and Prince Rupert have met the criteria of national and regional significance and financial viability and have been established as local port corporations. These too are Schedule III Part II Crown Corporations.

Divisional ports, which are directly administered by the Canada Ports Corporation, are located in Belledune, New Brunswick; Chicoutimi, Baie des Ha! Ha!, Sept-Iles and Trois-Rivières, Quebec; Prescott and Port Colborne, Ontario; and, Churchill, Manitoba.

Responsibilities

Canada Ports Corporation is responsible for administering its ports under a common objective and ensuring that they meet the federal government's responsibility for national ports and the optimum deployment of resources. Canada Ports Corporation shares, with other marine components, the broad objective of attending to the development and operation of a safe and efficient national marine transportation system.

Canada Ports Corporation is also responsible for ensuring that ongoing maintenance, upgrading and major expansions to port facilities and infrastructure will provide enhanced services to port users, on a competitive and cost-effective basis, both for domestic and international customers.

Legislation

- Canada Ports Corporation Act, R.S.C. 1985, chapter C-9
- Canada Ports Corporation Administrative By-law, P.C. 1983-1653, 2 June, 1983
- National Harbours Board Harbour Dues Tariff By-law, C.R.C. Vol. XII, chapter 1063 and as amended thereafter
- National Harbours Board Operating By-law, C.R.C., Vol. XII, chapter 1064
- National Harbours Board Pacific Harbour Dues Tariff By-law, C.R.C., Vol, XII, chapter 1082 and as amended thereafter
- Tenders and Works Contracts By-law, P.C. 1983-747, 11 March, 1983

Organization

■ President and Chief Executive Officer

The President and Chief Executive Officer of the Canada Ports Corporation who is the Head of the Institution for the purposes of the Access to Information Act, exercises all the powers and responsibilities pertaining to this function under the Act in question.

■ Corporate Services

This department is responsible for the formulation, development and implementation of the Canada Ports Corporation's long – and short-term strategies for the assessment of port and corporate projects; for the provision of information services to all ports and national office departments, including library services; for the provision of engineering services; and for the provision of all periodic management information reports pertaining to macro-economic, trade and transportation issues and the financial performance of the port system.

■ Finance and Administration

Responsible for the management of financial activities by implementing policies and procedures for financial planning, analysis, accounting, reporting, control and Treasury and by directing preparation of Capital and Operating budgets and government agency submissions seeking authority to expense funds; for the management of personnel and industrial relations plans, policies and activities; and for the management of procurement services, acquisition and telecommunications.

■ Legal Services/Realty

This department is a service centre for the provision of an extensive range of expert legal services and advice, as well as Insurance and land related services, to the Board of Directors of the Corporation, National Office, divisional Ports and some of the local Port Corporations.

■ Senior Port Management

This department oversees grain operations at Prescott, Port Colborne and Churchill, and manages the Port of Belledune. It also provides expert advice to the Canada Ports Corporation's board of directors and senior management on operations and grain traffic.

■ Ports Canada Police

The Ports Canada Police is a national police force established for the enforcement of federal and provincial laws that relate to the protection of persons and property situated on premises under the administration of the Canada Ports Corporation or a local port corporation.

Information Holdings

Program Records

Commercial Information

Description: Economic and business forecasts, commodity outlook and other commercial information. *Topics:* Statistics; forecasts; commodities; containers; shipping lines; rates. *Program Record Number:* CPO COR 030

Corporate Plans

Description: Information on corporate plans. *Topics:* Guidelines; assessment; research; forecasts, data and cost analysis. *Program Record Number:* CPO COR 025

Engineering Services

Description: Information on the planning, design, construction and maintenance of Canada Ports Corporation's facilities. *Topics:* Construction supervision; consultant management; research; drafting; tenders; work orders; inspections; progress reports and payments. *Program Record Number:* CPO COR 010

Grain Operations

Description: Information on the activities of Canada Ports Corporation's grain elevators. *Topics:* Operation and maintenance; negotiations with lessees; charges; tariffs; scales; dust control; storage; inspections; infestation control; equipment. *Program Record Number:* CPO PPU 005

Investigations

Description: Information relating to criminal investigations and criminal operational intelligence. *Topics:* Incident summaries; crime trend analysis; criminal intelligence assessments; research; security consultation reports. *Program Record Number:* CPO POL 035

Marketing

Description: Information on marketing plans and market research; analysis of commercial and financial data necessary to develop marketing plans. *Topics:* Research; studies; surveys and reports; cost analysis; storage and packaging of goods; traffic; statistics. *Program Record Number:* CPO COR 020

Tariffs

Description: Information on the establishment of, and revisions to, tariffs. *Topics:* Charges; harbour dues; wharfage rates; remissions; submissions; notices. *Program Record Number:* CPO COR 015

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Acts and Legislation

Administration and Management Services

Audits

Budgets

Buildings and Properties

Buildings

Classification of Positions

Employment and Staffing

Finance

Human Resources

Lands

Occupational Health, Safety and Welfare

Official Languages

Pensions and Insurance

Personnel

Salaries and Wages

Staff Relations

Training and Development

Utilities

Personal Information Banks

Access Request Data

Description: This bank contains requests from individuals seeking information under the Access to Information Act and the Privacy Act. *Class of Individuals:* General public. *Purpose:* This bank processes access requests and reports the total number of requests processed. *Consistent Uses:* This bank is used to report on the administration of the Access to Information and Privacy Acts. *Retention and Disposal Standards:* Records are retained for two years and then destroyed. *TBS Registration:* 000257 *Bank Number:* CPO PPU 020

Applications for Employment

Description: This bank contains applications received from the general public for possible employment with the Canada Ports Corporation. *Class of Individuals:* General public. *Purpose:* Information may be used to fill vacancies in the Canada Ports Corporation for which applicants have suitable qualifications. *Consistent Uses:* The bank provides a record of the information used in staffing a position. *Retention and Disposal Standards:* Records are retained for six months and then destroyed. *TBS Registration:* 000254 *Bank Number:* CPO PPU 005

Claims

Description: This bank contains information relating to settlements by and against the Crown. *Class of Individuals:* General public, companies and institutions of Canadian or foreign extraction. *Purpose:* This bank documents the settlement of claims by or against the Crown. *Consistent Uses:* This bank documents the legal settlements of all claims by or against the Crown. *Retention and Disposal Standards:* Records are retained for two years after the settlement and then destroyed. *TBS Registration:* 000255 *Bank Number:* CPO PPU 010

Criminal Investigations and Incidents

Description: This bank contains information on individuals obtained during criminal investigations and incidents. *Class of Individuals:* General public. *Purpose:* The bank is used to investigate criminal offenses or incidents. *Consistent Uses:* The bank is used to enforce the provisions of the Criminal Code and other laws of Canada and the provinces. *TBS Registration:* 000259 *Bank Number:* CPO PPU 030

Criminal Operational Intelligence

Description: This bank contains information on individuals obtained during criminal intelligence operations. *Class of Individuals:* General public. *Purpose:* The purpose of the bank is to determine extent of criminal activities and identify those involved. *Consistent Uses:* The bank is used to enforce the provisions of the Criminal Code and other laws of Canada and the provinces. *TBS Registration:* 000260 *Bank Number:* CPO PPU 035

Personal Service Contracts

Description: This bank contains the terms and conditions of individuals employed on contract to the Corporation. *Class of Individuals:* General public. *Purpose:* The purpose of this bank is to provide documentation and authorization for personal service contracts. *Consistent Uses:* This bank is used to record payment to individuals for income tax purposes as well as budgetary spending. *Retention and Disposal Standards:* Records are retained for six years after expiry of the contract and then destroyed. *TBS Registration:* 000258 *Bank Number:* CPO PPU 025

Property Services

Description: This bank contains information on owners or tenants of properties. *Class of Individuals:* General public. *Purpose:* This bank is used to document property transactions between the Corporation and the general public such as leases, agreement, sale, exchange or purchase of lands. *Consistent Uses:* The information in this bank is used to document the decision process in property matters. *Retention and Disposal Standards:* Records are retained for five years, and then transferred to the National Archives of Canada for selective retention. *TBS Registration:* 000256 *Bank Number:* CPO PPU 015

Classes of Personal Information

In the course of conducting the programs and activities of the Corporation, categories of personal information may be accumulated which are not contained in the specific personal information banks described above. Such personal information includes: requests for information, expressions of public support, offers of services, and complaints. This information is stored as part of the general subject files, where records are not normally retrieved by name of individual or other identifier.

This form of personal information is normally retrievable only if specifics are provided concerning the subject matter, related program activity, as well as the date on which the information was received by the Corporation and the name of the person to whom it was addressed. The retention periods for these classes of personal information are controlled by the records disposal schedules of the general subject files in which they are stored.

Manuals

- Ports Canada Police Policies and Directives Manual
- Ports Canada Security Manual
- Engineering Policies and Procedures
- Operational Procedures and Guidelines Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about Canada Ports Corporation and its various programs and functions may be directed to:

Information and Communications
Canada Ports Corporation
99 Metcalfe Street
Ottawa, Ontario
K1A 0N6
(613) 957-6787
Telex: 053-4127, Telecopier: 995-3501

Reading Room

Canada Ports Corporation's Legal Library has been designated under the Access to Information Act as a public reading room. The address is:

9th Floor, 99 Metcalfe Street
Ottawa, Ontario.

Canada Post Corporation

Chapter 12

General Information

NOTE: THE CANADA POST CORPORATION IS NOT SUBJECT TO THE ACCESS TO INFORMATION ACT.

Background

Canada Post is a federal Crown corporation, established by the Canada Post Corporation Act on October 16, 1981. It collects, processes and delivers mail across Canada, and between Canada and more than 165 other countries around the world. The Corporation delivers nine billion messages and parcels annually to more than 11 million addresses in rural and urban Canada. Products and services are marketed through a network of over 16,700 points of sales, more than 68% of which are operated by private businesses.

Canada Post, with approximately 60,000 full and part-time employees, has the third largest work force in Canada outside of government and, with approximately $3.6 billion in annual revenue, is a large and important part of the transportation and communications sectors of the Canadian economy.

In the course of doing business, Canada Post maintains and uses records of employees, contractors, customers and others. The Corporation places a high value on the protection and propriety of such personal information: employee access to their records and customer confidentiality are longstanding traditions.

Information Holdings

Personal Information Banks

- **Mail Operations**

Delivery Control Systems
Description: This bank contains delivery records for signature services (Registered and Security Registered, Cash on Delivery, Insured Mail with Proof of Delivery, Priority Courier); change of address notifications/hold mail request forms; directories or lists of customers used to ensure the accurate delivery of mail and the provision of related services (e.g., Community Mailbox, Group Mailbox and Rural Mailbox Delivery and Electronic Mail) and related correspondence. These records contain such information on customers as name, fees paid, present address, previous address, effective dates, signature and proof of identity (when needed in picking up mail and when filing a change of address notification). Limited account information exists in automated form in the Priority Courier Track and Trace and Electronic Mail systems. *Class of Individuals:* Customers who subscribe to, or receive, postal signature services, submit a redirection/hold mail application or reside in areas requiring name/address lists to effect postal delivery. *Purpose:* The records are used to support the provision of postal services, including signature mail services; to control the redirection or holding of mail; to ensure accurate mail delivery where delivery service has changed or is difficult; to facilitate the reconciliation and audit of accounts; and to respond to inquiries or claims (see also Customer Service, CPC PPU 030). Electronic name and address lists and related information received from volume mailers are used in creating and addressing automated volume mail pieces for subsequent delivery. *Consistent Uses:* Redirection records are also used to correct the mailing lists of large volume mailers where such mailers are using a previous or incorrect address. Address information is also disclosed to government institutions under certain circumstances in order to facilitate the collection of Crown debts or the making of Crown payments (see CPC PPU 120 and CPC PPU 090). *Retention and Disposal Standards:* Signature service records are retained for a maximum of two years after the year of delivery and are then destroyed, with the exception of certain financial records, which are retained for seven years. As a convenience to customers, Electronic Mail data are retained under strict security for six months and are then deleted. Change of address/hold mail records are retained for six months after the termination of service and are then destroyed. Directories and lists are updated continuously and destroyed when superseded or obsolete. *TBS Registration:* 002558 *Bank Number:* CPC PPU 001

- **Merchandising**

Designer References
Description: This bank contains such information as subject suggestions and enquiries, general correspondence, resumés, samples of work (usually reproduced on 35mm slides) and, if applicable, letters of commission. Individuals seeking access to this bank should provide name and date of previous submission. (Note that stamp subject suggestions may also be stored in Corporate Correspondence, CPC PPU 100, and payment records concerning commissioned designs are also stored in Accounts Payable, CPC PPU 060.) *Class of Individuals:* Canadian designers, artists, illustrators, photographers and others who have indicated their interest in being considered for a postage stamp design commission and whose work has been judged suitable by the Stamp Advisory Committee. *Purpose:* The purpose of this bank is to provide a visual reference file of the work of Canadian designers and professional artists who could be considered for a postage stamp design commission. *Consistent Uses:* The records are used to consider possible designers to be commissioned to submit design proposals for new stamp issues. *Retention and Disposal Standards:* Samples of work are returned to designers upon request. Records regarding rejected solicitations are

retained for two years after the year of rejection and then destroyed. Records relating to commissioned stamp designers are retained for ten years and then transferred to National Archives of Canada. If the records are judged by the National Archivist to be of historical/archival value, they are retained permanently. ***TBS Registration:*** 001330 ***Bank Number:*** CPC PPU 025

Philatelic Customers

Description: This bank contains information in both paper and automated form such as customer enquiries and mailing lists, coded to include special areas of interest, as well as invoices, funds on deposit, credit card numbers, order history and other sales records. A list of former customers who have issued bad cheques is also retained. Individuals seeking access to this bank should provide as many details as possible, such as name, address, subject matter, dates and account numbers. ***Class of Individuals:*** Canada Post's national and international customers of philatelic products, sponsors of stamp clubs and those who have expressed an interest. ***Purpose:*** The purpose of this bank is to support the sale and distribution of philatelic products and related promotional material. ***Consistent Uses:*** The records are used to support philatelic sales and subscription services; to assist in the presentation of philatelic exhibits; to generate particular lists of customers/subscribers (for example, by area of interest); to control inventory; and for market research purposes, such as the identification of promotional needs and opportunities. ***Retention and Disposal Standards:*** Financial records are retained for six years after last administrative use, which is usually payment for and mailing of philatelic products. Mailing lists are updated continuously, verified annually and retained until superseded or obsolete (for example, when customers submit change-of-address cards or requests to be deleted from the list; or move, leaving no forwarding address). General correspondence is retained for two years. ***TBS Registration:*** 001327 ***Bank Number:*** CPC PPU 010

■ Corporate Development

Post Office Boxes

Description: This bank contains post office box applications, including service particulars (e.g. primary delivery mode, rental periods and the redirection of mail), the names of agents or others authorized to receive mail and whether the post office box service is for private or commercial use. Other records include general enquiries, receipts and other payment records, audits and accounts of terminating services. Individuals seeking access to this bank should provide post office box location and number and rental dates. ***Class of Individuals:*** Canada Post customers who have applied for or expressed interest in post office box services. ***Purpose:*** The purpose of this bank is to support the provision of post office box services. ***Consistent Uses:*** The records are used to provide the services requested and, if applicable, to facilitate the collection and refund of rent for post office boxes (receipts are forwarded to corporate head office to reconcile accounts); and for periodic audits and for market research. Certain information may be disclosed to law enforcement and other federal or provincial agencies, pursuant to lawful investigations. ***Retention and Disposal Standards:*** Post office box applications and related records are retained for two years after the termination of service and then destroyed. Waiting lists are updated continuously, as boxes become available. ***TBS Registration:*** 001326 ***Bank Number:*** CPC PPU 005

Retail Postal Outlet Contracts

Description: This bank contains hardcopy and computerized records, including the terms and conditions of contracts with retail postal outlet operators and, from time to time, credit history reports. Individuals seeking access to this bank should provide full name, the retail postal outlet concerned and dates. ***Class of Individuals:*** Individuals and businesses contracted to provide a range of basic postal services to the public. (Note that payment records also are stored in Accounts Payable, CPC PPU 060). ***Purpose:*** The purpose of this bank is to administer a network of retail postal outlets. ***Consistent Uses:*** The records in it are used to administer the network of retail postal outlets, including the authorization of payment of commissions on sales; and for periodic audits and market research. ***Retention and Disposal Standards:*** Contracts awarded and supporting documentation are retained for six years after fiscal year of completion and non-renewal and then destroyed. Tenders not awarded are retained for two fiscal years. ***TBS Registration:*** 001329 ***Bank Number:*** CPC PPU 020

Stamp Vendors

Description: This bank contains the sales histories of stamp vendors, such as records of stamp purchases, amount of the discount and amount paid. Individuals seeking access to this bank should specify registered name and address as well as stamp sales details. ***Class of Individuals:*** Individuals and small businesses who have applied for or been granted a permit to purchase stamps at a discount for resale to the public. ***Purpose:*** The purpose of this bank is to support the sale of stamps via a network of stamp vendors. ***Consistent Uses:*** Vendors use permits to purchase stamps at a discount. ***Retention and Disposal Standards:*** Records are retained for two years after last administrative use and then transferred to National Archives of Canada. Information judged by the National Archivist to be of archival/historical value is retained permanently. The remainder is destroyed. ***TBS Registration:*** 001328 ***Bank Number:*** CPC PPU 015

■ Engineering Services and Purchasing

Purchasing and Real Estate Contracts

Description: This bank contains records relating to contracts, transfers, renewals and terminations and supporting documentation, including price quotes, curriculum vitae, company resumé, records of experience, terms of reference, financial/insurance/bonding information, reliability checks and/or security clearance levels, performance and payments records. Individuals seeking access to this bank should provide their full name, the name of their company (if applicable) and the Canada Post project and location. If the contract in question has been let via Supply and Services Canada or

Public Works Canada, provide those details. ***Class of Individuals:*** Companies and a limited number of individuals offering or providing professional services in management consulting, market research, health services, security, translation, labour arbitration, counselling and temporary help, as well as in architecture, engineering, construction, property appraisal, property development and property management, including cleaning and maintenance; and equipment, supplies and other goods. (Note that payment records are also stored in Accounts Payable, CPC PPU 060; that records on contractors providing mail or letter carrier transportation services are stored in Transportation Contracts, CPC PPU 035; and that records on retail postal outlet operators are stored in Retail Postal Outlet Contracts, CPC PPU 020. ***Purpose:*** The purpose of this bank is to support the award and administration of Canada Post's procurement, real property management and certain other service contracts. ***Consistent Uses:*** The records are used to prepare source lists and select from among potential contractors and to monitor performance or equipment supplied against requirements, so as to verify entitlements; and for evaluation and audit purposes. For example, the information may be collated and analysed to determine average costs by geographic areas and specialities. The information is shared with and often held by Canada Post's major procurement and real property management agents, Supply and Services Canada and Public Works Canada. ***Retention and Disposal Standards:*** Tenders not awarded are retained for two fiscal years. Contracts awarded and supporting documentation are retained for six years after fiscal year of completion and non-renewal. ***TBS Registration:*** 001333 ***Bank Number:*** CPC PPU 040

Transportation Contracts

Description: This bank contains records relating to contracts, transfers, renewals and terminations and supporting documentation, including distance, stops, equipment used, costs and duration, financial/insurance/bonding information, personal suitability, reliability checks and/or security clearance levels, performance and payment records. Individuals seeking access to this bank should specify the name, dates and location of the service provided. ***Class of Individuals:*** Individuals owning or employed by businesses which have bid on or been awarded contracts for the carriage of mail or for the transportation of letter carriers. ***Purpose:*** The purpose of this bank is to support the award and administration of transportation contracts. ***Consistent Uses:*** The records are used to create source lists and otherwise perform the tender process; to administer contracts, including the monitoring of performance and the granting of adjustments; to facilitate budgeting and cost control; and to produce internal reports and responses to external enquiries. Note that the name of the successful tenderer may be disclosed to unsuccessful tenderers and others, upon award of the contact. ***Retention and Disposal Standards:*** Tenders not awarded are destroyed two years after the contract is awarded. Other records are retained for six years after termination and non-renewal of contract and then destroyed, except for registers of contracts, which are transferred to National Archives of Canada for selective retention. ***TBS Registration:*** 001332 ***Bank Number:*** CPC PPU 035

■ Finance

Accounts Payable

Description: This bank contains such records as claims, authorizations, expense reports, receipts, cheque requisitions, advances, correspondence and other supporting documents relating to expenses being reimbursed, fees being paid, claims being settled and other payments. Records of transactions also exist in automated form in the Accounts Payable System. This bank also contains the Social Insurance Number, which will continue to be used as an employee identifier until such time as it can be replaced by a CPC employee numbering system. Individuals seeking access to this bank should specify whether they are an employee, contractor or claimant and provide details of the payment such as location, type and dates. ***Class of Individuals:*** Canada Post employees claiming travel and hospitality expenses, relocation expenses, education course fees, isolation allowances and membership fees, or receiving incentive awards, rewards, ex gratia and other sundry payments; to suppliers of goods and services provided to the Corporation, including stamp designers and members of the Board of Directors; and to members of the general public, indemnified for claims made against the Corporation. (see Canada Post's contract and claims personal information banks for details). ***Purpose:*** The purpose of this bank is to support the Accounts Payable function, which is to make non-payroll payments in accordance with authorizations. ***Consistent Uses:*** The records are used to substantiate and issue cheques for the above-noted expenses, fees, claims and other payments; and for planning, budgeting and audit purposes. Limited information is disclosed to Supply and Services Canada, to facilitate cheque issue. ***Retention and Disposal Standards:*** Records are retained for six fiscal years following the fiscal year during which the expenses were incurred. ***TBS Registration:*** 001337 ***Bank Number:*** CPC PPU 060

Financial Accountability Cases

Description: This bank includes such information as job titles, work locations, investigation reports on losses, occasional credit reports and statements by persons involved, legal advice concerning disposition of cases, the decisions of the committees and follow-up information (for example, concerning collection, payment, prosecution, garnishment, other legal proceedings). (Note that legal documents may also be stored in Employee Personal File, CPC PPE 802 and/or in Payroll and Attendance, CPC PPE 815 and/or in Legal Affairs, CPC PPE 827.) Individuals seeking access to this bank should specify their name and other information sufficient to identify the case, such as the date, location, type and amount of the loss. ***Class of Individuals:*** Canada Post employees, agents, contractors and others involved in actual or suspected losses of financial assets. ***Purpose:*** The purpose of this bank is to support committees on financial accountability, which review financial losses incurred by the Corporation, and to facilitate the collection of accounts due to the Corporation. ***Consistent Uses:*** The records are used to help correct situations that have led to financial losses within Canada Post, both in terms of recovering funds and preventing future losses. ***Retention and Disposal Standards:*** Records are retained for six fiscal years after the year of recovery or write-off of the debt or loss. Disposal of related records in the above-noted information banks is governed by the retention schedule for those banks. ***TBS Registration:*** 001762 ***Bank Number:*** CPC PPU 065

Post Office Savings Bank

Description: Contains Post Office Savings Bank (1868-1969) unclaimed account information. Account holders wishing to confirm if funds remain on deposit in their name must forward a written request together with appropriate documentation, preferably the account passbook, which identifies the assigned account number. Legal authority is required by those acting on behalf of an account holder or an estate. ***Class of Individuals:*** Individuals having funds on deposit with Canada Post, either currently or within the past 15 years. ***Purpose:*** To support administration of the remaining 56,600 accounts currently outstanding in the Post Office Savings Bank, the value of which is 2.6 million dollars. ***Consistent Uses:*** Records of the Post Office Savings Bank are accessed monthly to facilitate the confirmation and withdrawal of funds by valid account holders or their legal representatives. Amounts having a balance of less than $25.00 and no activity in relation thereto for a period of 30 years are transferred to the credit of the Receiver General for Canada. (Note that payment records are also stored in accounts payable, CPC PPU 060 and by Money Order Services.) ***Retention and Disposal Standards:*** Records are retained for a period of 15 years after the year an account is closed, whether by withdrawal or through transfer to the Receiver General for Canada. ***TBS Registration:*** 001336 ***Bank Number:*** CPC PPU 055

Risk Management Claims

Description: This bank contains records regarding claims for damages involving property, liability and automobile accidents, legal opinions, settlement transactions and other correspondence related to motor vehicle and other accidents involving third parties. The records contain information on the parties involved, their insurers (if applicable) and the nature of the injury or loss (e.g., lost employment or salary). The records also concern losses due to fire and such crimes as robbery, break and enter and vandalism. Limited information exists in automated form in the Risk Management Information System. Data elements include the names of the employee and claimant, the type of loss and settlement cost. Note that payment records are also stored in Accounts Payable, CPC PPU 060, that vehicle driver records (including records of accidents not involving third-party claims) are stored in Automotive Services (CPC PPE 825); that workers' compensation board claims are stored in Occupational Health, Safety and Environment (CPC PPE 808); and that claims involving delayed, lost or damaged mail are stored in Customer Service (CPC PPU 030). This bank also contains the Social Insurance Number, which is incidentally received on certain reports. This is in the process of being phased out. Individuals seeking access to this bank should specify details such as incident location and date. ***Class of Individuals:*** Canada Post employees involved in claims, such as drivers of Corporation vehicles and letter carriers, as well as on third parties making claims or from whom the Corporation is seeking damages. ***Purpose:*** The purpose of this bank is to support the resolution of Corporation and third-party claims. ***Consistent Uses:*** Records are used to determine liability for motor vehicle, fire and other accidents involving third parties; to approve damage settlements, such as payments by and to the Corporation (as postal vehicles are insured, claims are handled by outside adjusters); to support claims by Canada Post against insurance policies in force; and to facilitate loss control and other measures to prevent recurrences. Note that certain information may be provided to insurance companies, lawyers acting on behalf of either party and the police, to facilitate resolution of the claim. ***Retention and Disposal Standards:*** Records are retained for six years after the fiscal year during which the claim by or against the Corporation is settled, unless a minor was involved, in which case the records are retained for six fiscal years after the minor's age of majority (varies from province to province). ***TBS Registration:*** 001335 ***Bank Number:*** CPC PPU 050

■ General Counsel

Access Control Systems

Description: This bank contains identification card applications, temporary pass applications, photographs, visitor registers and occasional incident reports as well as related correspondence. Limited information exists in automated form. This bank also contains the Social Insurance Number of postal inspectors, which will continue to be used as an employee identifier until such time as it can be replaced by a CPC employee numbering system. Individuals seeking access to this bank should specify employment location and dates. ***Class of Individuals:*** Canada Post employees and contractors who have authorized access to Corporation facilities. ***Purpose:*** The purpose of this bank is to control access to certain facilities, to provide for the security of Canada Post employees and property and anything in the course of post. ***Consistent Uses:*** The records are used to issue and cancel identification cards or building passes, and to maintain building security. ***Retention and Disposal Standards:*** Records are retained for two years after expiry of the cards and then destroyed. ***TBS Registration:*** 001340 ***Bank Number:*** CPC PPU 080

Board of Directors

Description: This bank contains such records as Orders-in-Council appointing directors, statements of qualifications, brief biographies, fees and expense documents and related correspondence. (Note that payment records also are stored in Accounts Payable, CPC PPU 060.) This bank also contains the Social Insurance Number which is obtained from board members for the purposes of reporting Canada Pension Plan deductions. ***Class of Individuals:*** Existing and recently terminated members of Canada Post's board of directors. ***Purpose:*** The purpose of this bank is to support the nomination and remuneration of members of the board of directors. ***Consistent Uses:*** The records in this bank assist in the preparation of appointments to the board and in the administration of the affairs, business and activities of the board; they are also used with respect to payments and for other purposes pertaining to the board and its individual members. ***Retention and Disposal Standards:*** Records are retained for seven years after the fiscal year during which the director ceases to hold office and then destroyed. ***TBS Registration:*** 002007 ***Bank Number:*** CPC PPU 105

Crown Debt Requests

Description: This bank contains requests from and responses to such federal institutions as Revenue Canada and Employment and Immigration, seeking to locate individuals owing Crown debts (e.g., overdue income tax, unemployment insurance overpayments, customs duties, defaulted student loans) or to whom Crown payments are due. This bank also contains the Social Insurance Number, which is provided, unsolicited, by the federal institutions. ***Class of Individuals:*** Individuals owing Crown debts, or to whom Crown payments are due, who are the subject of an inquiry. ***Purpose:*** The purpose of this bank is to ensure Canada Post can properly account for disclosures of this sort. ***Retention and Disposal Standards:*** Records are retained for two years after the year of response and then destroyed. ***TBS Registration:*** 002157 ***Bank Number:*** CPC PPU 120

Investigative Body Requests - Public

Description: This bank contains requests made by investigative bodies, as well as records of disclosure (if the request is granted), occasional legal opinions and related material. Individuals seeking access to this bank should provide their full name and address. ***Class of Individuals:*** Individuals who are the subject of, or party to, lawful investigations. ***Purpose:*** The purpose of this bank is to ensure that requests by law enforcement agencies for personal information held by Canada Post are properly authorized. ***Consistent Uses:*** The records are used to monitor information requested and/or provided to law enforcement agencies, and to ensure compliance with the Privacy Act, the Canada Post Corporation Act and corporate policy. The records may be viewed by the Privacy Commissioner or delegate, when investigating complaints. ***Retention and Disposal Standards:*** Records in this bank are retained for two years after the year of their last administrative use (which is normally the decision to grant or refuse the request, or the processing of subsequent requests or complaints relating to the original request), and are then destroyed. ***TBS Registration:*** 001342 ***Bank Number:*** CPC PPU 090

Legal Affairs

Description: This bank contains information relating to potential and actual claims by or against the Canada Post Corporation, contracts and agreements, arbitrations, memoranda, opinions and advice and other legal matters involving the Corporation. Note that copies of opinions and other legal documents may also be stored in other personal information banks. ***Class of Individuals:*** Individuals involved in legal matters. ***Purpose:*** The purpose of this bank is to provide a record of legal opinions and advice to, as well as representation on behalf of, the Corporation. ***Consistent Uses:*** The records are used to provide legal opinions and advice to the Corporation and to represent the Corporation and protect its interests. ***Retention and Disposal Standards:*** Records are retained for ten years after the year of termination of the contract or disposal of the property and then destroyed. Claims by or against the Corporation, labour arbitrations and related legal matters are retained for twenty-one years after the year of settlement. Memoranda (citing authority), opinions and advice are retained permanently. ***TBS Registration:*** 002076 ***Bank Number:*** CPC PPU 110

Postal Related Crimes/Offenses

Description: This bank contains information gathered during investigations and contains details of the crime(s) committed. For example, information on employees involves such offenses as theft of mail or embezzlement. Information on members of the general public involves national or international crimes, burglary of post offices and street box equipment, forgery of money orders, theft of mail, the illegal transportation of explosives and other dangerous substances and mail vehicle robberies. In addition, intelligence is collected regarding individuals or firms suspected of using the mails for an illegal purpose. This bank also contains the Social Insurance Number which will continue to be used as an employee identifier until such time as it can be replaced by a CPC employee numbering system. ***Class of Individuals:*** Canada Post employees, contractors and members of the general public who are suspected or known to be involved in the above-noted postal related crimes/offenses as defined by the Canada Post Corporation Act and Regulations, as well as Criminal Code offenses involving the mail. ***Purpose:*** The purpose of this bank is to help solve and reduce postal related crimes and offenses. ***Consistent Uses:*** The records are used to support investigative and intelligence activities designed to solve or reduce crimes against Canada Post Corporation. Certain information may be shared with the security branches of other postal administrations, other federal investigative bodies, police agencies and, where warranted, with the Department of Justice for possible prosecution. ***Retention and Disposal Standards:*** Records are retained for ten years after completion of the investigation or judicial or quasi-judicial proceedings and then destroyed. Records of proceedings dealt with under subsection 41 of the Canada Post Corporation Act, when a prohibitory order has been issued, are retained for three years after the year the order ceases to have effect and are then transferred to National Archives of Canada. If the records are judged by the National Archivist to be of historical/archival value, they are retained permanently. ***TBS Registration:*** 001341 ***Bank Number:*** CPC PPU 085

Privacy Act Requests/Complaints

Description: This bank contains the request forms submitted by individuals seeking access to their files, the replies to such requests and information related to their processing, including exempt material and legal opinions.

It also includes records of complaints to the Privacy Commissioner of Canada and their resolution, and exceptional third-party requests referred to privacy coordination staff for advice or decision. This bank also contains the Social Insurance Number of some applicants, only because the old Treasury Board request forms used by applicants contained a SIN field. Individuals seeking access to this bank should specify the approximate date(s) of the request(s) concerned. ***Class of Individuals:*** Canada Post employees, contractors and customers who have submitted formal access, correction or notation requests under the Privacy Act to the Corporate Privacy Coordinator or complaints to the Privacy Commissioner; or who are the subject of exceptional third-party requests. ***Purpose:*** The purpose of this bank is to support the processing of requests and complaints submitted by individuals under the Privacy Act, and to retain an audit trail of actions taken. ***Consistent Uses:*** The records are used to process access, correction and notation requests, to respond to Privacy Commission complaints, and to report annually to Parliament on their disposition. Annotations regarding exemptions, corrections and disclosures to third parties may be attached to the records requested. Records may be disclosed to the Privacy Commissioner and to the Federal Court, to facilitate the resolution of complaints or court actions. ***Retention and Disposal Standards:*** Records are retained for two years after the year of last administrative use (which is normally the provision of records requested under the Privacy Act, the processing of correction or notation requests or the resolution of complaints), and then destroyed. ***TBS Registration:*** 001344 ***Bank Number:*** CPC PPU 115

Reliability Checks

Description: This bank contains criminal record name checks and, if applicable, fingerprints, criminal records, recommendations, decisions, appeals and related correspondence. Limited information may exist in automated form as a data element of the Human Resource Information System (CPC PPE 804). Individuals seeking access to this bank should specify employment location and dates. ***Class of Individuals:*** Prospective and existing Canada Post employees and contractors who do not have security clearances, but who require reliability checks because of their ready access to mail, cash and other valuable assets. ***Purpose:*** The purpose of this bank is to help ensure the security of Canada Post employees and property and anything in the course of post. ***Consistent Uses:*** The records are used to help determine an individual's reliability. Identifying information is disclosed to the RCMP in order to determine whether individuals have criminal records. ***Retention and Disposal Standards:*** Records are retained for five years after last administrative use (which is usually upon transfer, promotion or termination of employment), and then destroyed. If notified that a pardon has been granted, the criminal records in questions are destroyed immediately. ***TBS Registration:*** 001339 ***Bank Number:*** CPC PPU 075

Security Clearances

Description: This bank contains such records as personal history forms, criminal record name checks and, if applicable, fingerprints, criminal records, summaries of RCMP and Canadian Security Intelligence Service (CSIS) investigations, adverse findings, appeals, updates, cancellations, pardons and related correspondence. Limited information may exist in automated form, as data elements of the Human Resource Information System (CPC PPE 804). Data elements include name and clearance level granted versus level required for the position and whether it is due for renewal. Individuals seeking access to this bank should specify employment location and dates. ***Class of Individuals:*** Canada Post employees and contractors who occupy or are about to occupy positions involving access to financial and other assets and sensitive information and systems. ***Purpose:*** The purpose of this bank is to help determine the suitability of employees and contractors being considered for or in security-risk positions. ***Consistent Uses:*** The records are used to determine the level of security clearance, and to support decisions on transfers, promotions and termination of employment. Monthly computer printouts are used to ensure the security clearance level of individuals is adequate for the positions they occupy. A notation of level of clearance may be attached to the Employee Personal File (CPC PPE 802). Details of RCMP and CSIS investigations that may have taken place are stored in those agencies' security clearance banks. ***Retention and Disposal Standards:*** Paper records are retained for two years after termination of employment or contract and then destroyed. If notified that a pardon has been granted, the criminal records in question are destroyed immediately. Monthly computer printouts are destroyed when superseded, while the automated data is retained in accordance with the schedules described in Personnel Database, CPC PPE 803. ***TBS Registration:*** 001338 ***Bank Number:*** CPC PPU 070

■ Human Resources and Administration

Human Rights

Description: This bank contains confidential letters of complaint and interview notes with complainants, those alleged to have harassed or discriminated against the complainant and witnesses, as well as investigation and analysis reports and records of decisions taken. Background information varies with the complaint, but could include grievances, medical reports, personal appraisals and correspondence. Individuals seeking access to this bank should specify the name of the complainant and the location and date of the incident. ***Class of Individuals:*** Individuals submitting discrimination complaints and individuals alleged to have harassed or discriminated against complainants. ***Purpose:*** The purpose of this bank is to support the resolution of allegations of discrimination based on prescribed grounds set out in the Canadian Human Rights Act, and allegations of personal harassment in the workplace. ***Consistent Uses:*** The records are used to help determine whether or not harassment or discrimination has occurred (note that records of complaints are not stored on the complainant's Employee Personal File, CPC PPE 802); and to recommend and support management decisions on the transfer and discipline of employees or other corrective action, e.g., when the source of the complaint is a Canada Post policy or procedure. Individuals found to have harassed or discriminated may have a disciplinary notice to that effect placed on their Employee Personal File. Information may be disclosed in confidence to relevant Corporation officials and to the Canadian Human Rights Commission to facilitate resolution of the complaint. ***Retention and Disposal Standards:*** Records are retained for two years after the fiscal year of the last administrative use, which is usually resolution of the complaint. Individuals seeking access to this bank should specify the name of the complainant and the location and date of the incident. ***TBS Registration:*** 001761 ***Bank Number:*** CPC PPU 096

Parking

Description: This bank contains permit applications for parking, waiting lists and related correspondence about parking of motor vehicles on property owned or leased by Canada Post. Records of transactions also exist in automated form. Individual seeking access to this bank should specify employment location and dates. ***Class of Individuals:*** Canada Post employees and contractors who have applied for or received parking permits. ***Purpose:*** The purpose of this bank is to support the control of parking at certain Canada Post facilities. ***Consistent Uses:*** The records are used to control the issue and revocation of parking permits and the prosecution of parking violators (by the RCMP). The records may also be used to help coordinate car pools and to facilitate the deduction of parking fees from salaries. ***Retention and Disposal Standards:*** Records are retained for two years after the fiscal year in which the permit expired and then destroyed. ***TBS Registration:*** 001334 ***Bank Number:*** CPC PPU 045

Staffing and Employment

Description: This bank contains such records as solicited and unsolicited job applications, acknowledgement of receipt letters, staffing action requests, job descriptions, salary ranges, selection profiles, competition posters, transfer requests, seniority, surplus, lay-off, re-call and eligibility lists, human resources inventory printouts, resumés of work experience and education, reference letters and checks, official languages knowledge examination papers, tests and results, lists of candidates, interview notes and rating board assessments, eligibility lists, offers of employment, notices to candidates of right to appeal, other appeal documents and related correspondence. This bank also contains the Social Insurance Number which will continue to be used as an employee identifier until such time as it can be replaced by a CPC employee numbering system. Individuals seeking access to this bank should specify the competition number and date, if applicable, as well as position title and location. ***Class of Individuals:*** Individuals who apply for or are hired to fill temporary and permanent positions with Canada Post Corporation. ***Purpose:*** The purpose of this bank is to support internal staffing and external recruitment activities. ***Consistent Uses:*** Job applications are screened when vacancies arise. Staffing records are used to provide impartial information to match new and vacant positions to the most qualified candidates (notations of staffing decisions may be stored in the Employee Personal File, CPC PPE 802; in Payroll and Attendance, CPC PPE 815; and in the Human Resource Information System, CPC PPE 804); to assist in succession planning and career development; to conduct reference checks, provide feedback to candidates regarding their applications and job interviews; and to process complaints, appeals and grievances concerning appointments and promotions (see Grievances, CPC PPE 813). Limited personal information regarding seniority, surplus and layoffs may be posted, as well as provided to collective bargaining agents. Personal information about successful candidates may be disclosed to unsuccessful candidates under strict conditions of confidentiality, to better explain decisions taken. ***Retention and Disposal Standards:*** Records are retained for two years after last administrative use (which is usually the expiration of the appeal period for competitions), and then destroyed. Layoff/transfer lists are updated continuously and destroyed when superseded. ***TBS Registration:*** 001343 ***Bank Number:*** CPC PPU 095

■ Marketing and Sales

Corporate Correspondence

Description: This bank contains letters addressed or referred to the Minister, Chairman and President, background material compiled in the preparation of responses and the responses. Certain information, such as current draft replies and an index, exists in automated form in the Correspondence Unit System. Individuals seeking access to this bank should specify the date and subject matter of the previous enquiry. (Note that stamp suggestions may also be stored in Designer References, CPC PPU 025.) ***Class of Individuals:*** Customers, employees, Members of Parliament, other elected officials and the general public. The records may contain personal information on other individuals, where they are the subject of the enquiry (e.g. regarding Canada Post Corporation employees and contractors). ***Purpose:*** The purpose of this bank is to support the preparation of responses to Ministerial, Chairman and Presidential enquiries pertaining to the operations and administration of Canada Post Corporation. ***Consistent Uses:*** The records are used to support the correspondence system, to monitor the preparation of responses, for reference purposes when subsequent or similar enquiries are received, and for subsequent mailings, when new developments warrant a follow-up letter to correspondents who have expressed an interest in particular subjects. ***Retention and Disposal Standards:*** Draft replies stored in automated form are deleted when the correspondence is signed. Paper records and the automated index are retained for seven years after the year of the response and then destroyed and deleted, respectively. Disposal of records retained in the subject files of organizational units drafting responses is governed by the retention schedules for those files. ***TBS Registration:*** 002075 ***Bank Number:*** CPC PPU 030

Customer Service

Description: This bank contains such records as enquiries, complaints or claims, declarations (in the case of claims) and information relating to their processing. Certain information exists in automated form in the Customer Claims Information System (CCIS). Data elements include the names and addresses of the sender and addressee, the nature of the shortcoming (delay, loss, damage), the type and value of the item, any special services purchased (registry), dates of mailing and claim, insured amount, result of investigation and amount paid. Individuals seeking access to this bank should specify the date and subject matter of their previous enquiry, as well as the names and addresses of the sender and addressee on the article. ***Class of Individuals:*** Customers who have submitted enquiries or complaints to Customer Service regarding delayed, lost or damaged mail; or who have applied for indemnification. (Note that payment records also are stored in Accounts Payable, CPC PPU 060; that enquiries and complaints also are processed through the Corporate Correspondence system, CPC PPU 100; and that Risk Management Claims, CPC PPU 050, also includes claims records.) ***Purpose:*** The purpose of this bank is to support the preparation of responses to customer enquiries, as well as the resolution of complaints and claims regarding delayed, lost or damaged mail. ***Consistent Uses:*** The records are used to analyze and resolve complaints and claims regarding delayed, lost or damaged mail; to respond to enquiries about mail services, regulations and rates; for audit and market research purposes; and to identify trends or patterns. Certain information may be disclosed to Transport Canada, Revenue Canada (Customs and Excise), foreign postal authorities, law enforcement agencies and others, where necessary, to resolve the claim or enquiry. ***Retention and Disposal Standards:*** Records are retained for two years after last administrative use (which is normally the issue of a response to an enquirer or indemnification), and then destroyed. Disposal of payment records stored in Accounts Payable is governed by the retention schedule for that bank. ***TBS Registration:*** 001331 ***Bank Number:*** CPC PPU 100

Classes of Personal Information

Administrative Records

Certain information provided by or about individuals may also be found in administrative records, such as general correspondence and organizational planning files, minutes of committee meetings, library loan and distribution lists, fixed asset inventory control reports, audit reports and evaluations, video recordings and records relating to visits and conferences involving officials of other postal authorities.

Marketing and Sales

This class includes Postage Meter Services and marketing information such as market research studies, various coded mailing lists, market surveys and test reports concerning householders and other Canada Post customers (for example, large volume mailers). The records include correspondence, reports, accounts of sales calls and other meetings with customers, which may contain the names, titles and business addresses of company representatives, as well as profiles of key executives. These records are used for business purposes only, namely to identify customer needs and perceptions and to help make marketing decisions related to product and service mix, price and promotion. Canada Post also temporarily retains certain records which may contain personal information under arrangements with customers and business partners. These records assist in the preparation of account development strategies for national and divisionally managed accounts. Such records are not under the Corporation's sole control and may not be accessed without the prior consent of the customer or business partner involved. Note also that claims and enquiries related to collection and delivery services have been indexed and described as a Canada Post information bank (see Customer Service, CPC PPU 030). Certain records are held in electronic form in the following systems: Cash Receipts, Money Order Information, Canadian Wildlife Service, National Accounts and Marketing Mailing List.

Undeliverable Mail

This class of records includes lettermail and parcels that, for any cause, cannot be delivered to the addressee or returned to the sender. This includes mail that cannot be delivered for legal reasons, and mail that is refused by the addressee or on which postage due is not paid by the sender on demand. The treatment of this mail is governed by the Undeliverable Mail Regulations. Undeliverable mail is opened to facilitate delivery to addressee or return to sender. Undeliverable admail is not returned to the sender or forwarded to an addressee unless it bears a specific request for return or redirection to another address, or has obvious value. Undeliverable international mail is returned to the country of origin unless marked abandoned, in which case it is treated in the same manner as domestic mail. When undeliverable mail of no obvious value does not contain sufficient information to permit the mail to be returned to the sender or forwarded to the addressee, it is destroyed. Where the mail contains cash or merchandise the cash is deposited to the credit of Canada Post Corporation and the merchandise is sold or otherwise disposed of in a manner approved by the Corporation.

Security and Investigation Services

This class includes information detailing complaints received by Security and Investigation Services (S&IS) and the remedial action undertaken. The records are chronologically ordered and thus not retrievable by individual identifier. They include occurrence reports which contain the name, address and phone number of the complainant, the names of the other parties involved, the name of the investigating officer and details concerning causes and remedial action. Should the enquiry result in a suspicion of a postal-related crime or offence, or a Criminal Code offence involving the mail, a file number is added to the occurrence report which is transferred to personal information bank Postal Related Crimes/Offenses (see CPC PPU 085, or CPC PPE 824). Otherwise, the occurrence reports are retained for two years, at which time they are destroyed. The purpose of such retention is to allow for statistical analyses and quality control.

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Records contained within information banks are limited to relevant data subjects. For example, if an individual has never bid on nor been awarded a contract with Canada Post, no record of that individual would exist in the applicable contract bank.

To facilitate access and record retrieval, specific details should be provided, such as those outlined in individual bank descriptions.

If Canada Post exempts any information, the individual refused access is provided with the precise reasons for the exemption and the applicable appeal procedures.

Records are routinely destroyed when their useful life expires; thus, access requests for older records may prove unsuccessful. Individuals are encouraged to seek informal access to their records - employees via their supervisors, and customers, contractors and others via the Canada Post officials with whom they have been dealing.

Requests for further information about Canada Post Corporation and its various functions may be directed to:

Corporate Affairs
Canada Post Corporation
Station 235
Ottawa, Ontario
K1A 0B1
(613) 734-6872

Canada-Newfoundland Offshore Petroleum Board

Chapter 13

General Information

Background

The Canada-Newfoundland Offshore Petroleum Board was established jointly by the Canada-Newfoundland Atlantic Accord Implementation Act, Chapter 3 of the Statutes of Canada, 1987, and by the Canada-Newfoundland Atlantic Accord Implementation (Newfoundland) Act, Chapter 25 of the Statutes of Newfoundland, 1986.

Responsibilities

The Board administers as a regulatory body all petroleum activities within the Newfoundland Offshore area in accordance with the provisions of the Canada-Newfoundland Atlantic Accord Implementation Act as enacted by the Parliament of Canada and the Legislature of Newfoundland and Labrador, and other relevant legislation.

Legislation

- Canada-Newfoundland Atlantic Accord Implementation Act
- Canada-Newfoundland Atlantic Accord Implementation (Newfoundland) Act

Organization

The Board consists of seven members. Three members are appointed by the federal government, three by the provincial government and the chairman is appointed by both the federal and the provincial governments. Notwithstanding the foregoing, the Acts allow for the joint appointment of any member or alternate member by both governments. Three members of the Board serve full-time and constitute the Executive Committee. Four members of the Board serve part-time.

■ The Executive Committee

The Executive Committee manages the day-to-day activities of the Board. It comprises the Chairman and two vice-chairmen.

■ Administration Department

This Department provides administrative, financial, human resource, and computer services to the Board.

■ Canada-Newfoundland Benefits Department

This Department provides advice to the Board concerning the administration of the Canada-Newfoundland benefits plan provisions of the legislation, including provisions related to domestic procurement, employment, project management, research and development, education and training, and employment equity.

■ Legal Services Department

This Department is responsible for providing legal advice and services to the Board.

■ Public Affairs Department

This Department is responsible for the Board's external communications, including publications, media and public relations; and advertising, educational and informational programs and materials.

■ Exploration Department

This Department is responsible for evaluating the undiscovered petroleum resource potential of the Board's area of jurisdiction; recommending lands for disposition through calls for bids (including terms and conditions applying thereto); administering exploration, significant discovery and production licences; evaluating results of exploratory drilling; determining significant discovery areas; and keeping well history reports, cuttings, cores and fluid samples.

■ Operations and Safety Department

This Department is responsible for reviewing and providing recommendations regarding the approval of offshore petroleum exploration, development and production activities; reviewing operators' emergency response plans; monitoring offshore petroleum activities; conducting safety audits and inspections related to procedures, training and equipment; administering and making recommendations regarding the drafting of regulations, their standards and guidelines; monitoring any conditions of approval; coordinating with other agencies as required; and providing status reports of offshore petroleum activities.

■ Environmental Affairs Department

This Department assesses environmental effects; administers and advises on environmental protection regulations and guidelines; establishes and monitors compliance with physical environment and effluent treatment requirements; coordinates with other environmental agencies; and reviews operators' environmental emergency contingency plans.

■ Reservoir Engineering Department

This Department is responsible for oil and gas conservation; assessing discovered resources and productive capacities; administering regulations concerning exploitation schemes for depletion of oil and gas pools, reservoir data acquisition and production rate limitation; reviewing and providing recommendations on well evaluation programs, development plans for oil and gas fields, production accounting procedures and testing programs; maintaining the reservoir database; evaluating conservation and enhanced recovery projects; monitoring field performance; and conducting reservoir performance studies.

Information Holdings

Program Records

Administrative Services

Description: Information relating to the development and maintenance of policies, procedures, and systems required to support the general administration of the Board. Aspects include purchasing policy, the establishment and maintenance of the central library, central records, equipment inventory, word processing, central mail, and forms design and maintenance systems. Property management aspects such as leasing of office space and leasehold improvements and access to information requests are also included. ***Program Record Number:*** CNP ADM 010

Basin Analysis and Resource Evaluation

Description: Information relating to the results of geophysical and geological surveys and exploratory and development drilling, such as seismic, gravimetric, magnetic and geochemical surveys and well histories. This data includes well materials (cuttings, cores, and fluids) sampled during the drilling. ***Program Record Number:*** CNP EXD 051

Board Management

Description: Information relating to the internal organization and operations of the Board. Aspects include liaison with federal and provincial government departments; correspondence with oil and gas operators; records of Board, executive and management meetings; internal policies; memoranda of understanding; frontier lands regulatory framework; and other related general correspondence. ***Program Record Number:*** CNP EXE 005

Canada-Newfoundland Benefits

Description: Information relating to the review, approval and implementation of Canada-Newfoundland benefit plans submitted by oil and gas operators. ***Program Record Number:*** CNP CBD 030

Computer Services

Description: Information on the analysis, design, development, implementation and maintenance of software; and coordination between technical and administrative groups in planning for hardware/software acquisition. ***Program Record Number:*** CNP ADM 025

Corporate Files

Description: General information including annual reports, corporate brochures, etc. for oil and gas industry suppliers, contractors and consultants. ***Program Record Number:*** CNP CBD 035

Development and Production Activities

Description: Information relating to development and production activities including: operating licences; engineering research, feasibility studies or experimental projects; development applications for offshore petroleum projects; status of development or production operation activities; diving program approvals; production operation authorization; certificates of fitness; and letters of compliance. ***Program Record Number:*** CNP OPS 065

Drilling Activities

Description: Information relating to exploration and development drilling activities including: Drilling Program Approvals, Authorities to Drill a Well, Final Well Reports (well history documents) , and daily and weekly status of drilling operation activities. ***Program Record Number:*** CNP OPS 060

Environmental Matters

Description: Information relating to the protection of offshore operations from physical environmental risks, and to the protection of the environment from the effects of offshore oil and gas activities, including: offshore environmental assessments and reviews; environmental contingency planning; physical environmental data; environmental protection exercises; marine pollution incidents; and environmental research and development projects. ***Program Record Number:*** CNP EAD 075

Financial Services

Description: Information relating to financial administration budgeting and accounting systems, analysis of expenditures and revenue trends, payroll, fee collection, royalty collection and remittance, and the maintenance of financial accounting and reporting systems. ***Program Record Number:*** CNP ADM 015

Human Resource Services

Description: Information relating to human resource matters throughout the Board, including human resource planning, staffing, training and development; organization and classification; staff relations; medical insurance; pension plan; compensation and benefits; the development and direction of policies; correspondence; memoranda; reports; and statistics on general personnel activities within the Board. ***Program Record Number:*** CNP ADM 020

Land Management

Description: Information relating to the issuance and administration of oil and gas exploration and production rights on offshore Newfoundland and Labrador, including the terms and conditions of exploration, significant discovery and production licences; registration of interests held and transferred; calls for nominations; calls for bids; security and bid deposits and allowable expenditure schedules; work expenditure reports; rental reports; and significant discovery declarations and areas. ***Program Record Number:*** CNP EXD 055

Legal Services

Description: Information relating to the Board's corporate procedures, financial security required by the operators, legislation affecting the Board, contract documents, recommendations and advice respecting legal or policy matters, and the registration of documents relating to interests and instruments. ***Program Record Number:*** CNP LSD 040

Public Affairs

Description: Information relating to the Board's external communications including publications; media and public relations; and advertising, informational and educational programs and materials. ***Program Record Number:*** CNP PAD 045

Reservoir Engineering

Description: Information relating to discovered oil and gas resource estimates; results of the well evaluation program, including core analyses, well logs, fluid analyses and well test data; conservation and enhanced recovery projects, reservoir performance and productive capacity. ***Program Record Number:*** CNP RED 080

Safety Activities

Description: Information relating to the occupational health and safety of workers employed in the exploration, production, conservation, processing or transportation of petroleum, including procedures, training requirements and safety equipment; operations, inspections and audits on MODUs and standby vessels; accident/incident reports, investigations and analyses; contingency plans arising as a result of exploration, development and production activities; safety committee meetings; and exercises and drills. ***Program Record Number:*** CNP OPS 070

Personal Information Banks

Access Requests

Description: This bank contains information relating to formal access requests made pursuant to the Access to Information Act and the Privacy Act. ***Class of Individuals:*** Members of the public or employees of the Board who request access to personal information contained in the Board's records. ***Purpose:*** To maintain a record of requests under the Privacy Act and the Access to Information Act. ***Consistent Uses:*** The information is also used to respond to formal requests made under the Privacy Act and the Access to Information Act. ***Retention and Disposal Standards:*** Access requests are retained for 2 years and are then destroyed. ***TBS Registration:*** 002312 ***Bank Number:*** CNP PPU 015

Applications for Employment

Description: This bank serves as a reference for any applications received from individuals seeking employment with the Canada-Newfoundland Offshore Petroleum Board. These requests usually include a letter to which a curriculum vitae is attached. ***Class of Individuals:*** General public. ***Purpose:*** To maintain applications for prospective position openings. ***Consistent Uses:*** The information is also used to evaluate employees for positions. ***Retention and Disposal Standards:*** The applications are retained for one year and are then destroyed. ***TBS Registration:*** 002311 ***Bank Number:*** CNP PPU 005

Personal Services Contracts

Description: This bank contains information relating to individuals hired under personal service contracts by the Canada-Newfoundland Offshore Petroleum Board. The bank contains contracts placed, services rendered, length of contracts, money expended and the contracts and supporting documents. ***Class of Individuals:*** General public. ***Purpose:*** To maintain a record of contracts placed, services rendered, length of contracts, money expended and the contracts and supporting documents. ***Consistent Uses:*** The information is also used to control contracts issued. ***Retention and Disposal Standards:*** Records are transferred to a dormant file after two years, and destroyed after 10 years. ***TBS Registration:*** 002310 ***Bank Number:*** CNP PPU 010

Manuals

- Emergency Response Plan
- Geophysical and Geological Guidelines
- Guidelines for the Hiring of Consultants

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Board and its various programs and functions may be directed to:

Access to Information and Privacy Coordinator
Public Affairs Department
Canada-Newfoundland Offshore Petroleum Board
5th Floor, TD Place
140 Water Street
St. John's, Newfoundland
A1C 6H6
(709) 778-1446

Reading Room

The Board's library has been designated as a public reading room in accordance with the Access to Information Act. The library is located at:

Canada-Newfoundland Offshore Petroleum Board
TD Place, 140 Water Street St., 5th floor
St. John's, Newfoundland.

Canadian Advisory Council on the Status of Women

Chapter 14

General Information

Background

Established in 1973, the Canadian Advisory Council on the Status of Women (CACSW) is composed of 30 members appointed by the federal government to bring before the government and the public matters of interest and concern to women, and to advise the Minister responsible for the Status of Women on such topics.

The Council has 27 members appointed for specific terms, with representation from all the provinces and territories, plus a full-time president and two vice-presidents. Council meetings are held at least twice a year in Ottawa.

Responsibilities

In addressing itself to the concerns of all Canadian women, the 30 members of the Council bring forward the particular problems of their regions. Research and background material provide the base upon which Council recommendations are made following deliberation by members at general meetings.

Recommendations for change in legislation and for other measures to improve the status of women are presented to the government through the Minister responsible. The Council has the unique right and responsibility to inform the public of its recommendations at the same time as it reports to Parliament. Council activities - briefs, speeches, responses to current events, open communication with the public. Maintain an awareness of the inequalities facing women in Canadian society today.

Legislation

- Order in Council PC 1976-781

Organization

The Council's vice-presidents are responsible for specific regions, while the president retains overall responsibility for the operations of the Council. There are regional offices located in Calgary and Montreal. At the central office in Ottawa, three directors have specific responsibilities for research, communications and administration and, along with their staff, support ongoing Council activities across the country.

Information Holdings

Program Records

Concerns of Women at Home
Description: Information on issues of particular concern to women who choose to be homemakers. *Topics:* The role of homemakers; volunteer work; shared pensions; matrimonial property laws. *Program Record Number:* ASW RES 020

Discrimination in the Workplace
Description: Information on obstacles to women's equal participation and advancement in the workforce. *Topics:* Application of the Unemployment Insurance Act; parental benefits; part-time work; re-entry into the work force; unions; sexual harassment; equal pay for work of equal value; affirmative action; employment equity. *Program Record Number:* ASW RES 015

Economic Situation of Women
Description: Information on women's economic position. *Topics:* Inequities in matrimonial property laws; inclusion of women in the Canada Pension Plan; taxation; private pensions; the contribution of women to different sectors of the economy; the impact of free trade; women entrepreneurs; poverty. *Program Record Number:* ASW RES 010

General Social Issues
Description: Information on social issues of particular concern to women. *Topics:* Rights of Indian women; specific problems of immigrant women; sex stereotyping in advertising and the media; women in politics; one-parent families; women and aging; disabled women; planning resources for adolescent women; child care; rural women; housing; women, work and stress. *Program Record Number:* ASW RES 005

Government
Description: Information on employment of women in government and appointment of women to government bodies. *Topics:* Women in the Public Service; women in the armed forces; appointments to the Senate and judiciary; appointments to boards and commissions. *Program Record Number:* ASW RES 030

Health Issues
Description: Information on women's health and their role in health care. *Topics:* Health services for women; women working in health care; birth planning; occupational health hazards; abortion. *Program Record Number:* ASW RES 035

Justice
Description: Information on legal issues of particular concern to women. *Topics:* Battered women; sexual offenses; female offenders; family court; divorce law

reform; common-law relationships; prostitution; alimony and maintenance; human rights; the Constitution; pornography; the Charter. ***Program Record Number:*** ASW RES 025

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Canadian Advisory Council may be directed to:

Ottawa
Canadian Advisory Council on the Status of Women
110 O'Connor Street, 9th Floor
Ottawa, Ontario
K1P 5M9

(613) 992-4975

Montreal
Canadian Advisory Council on the Status of Women
Suite 875, 2021 Union Avenue
Montreal, Quebec
H3A 2S9

(514) 283-3123

Calgary
Canadian Advisory Council on the Status of Women
220 Fourth Avenue S.E.
Room 270
Calgary, Alberta
T2G 4X3

(403) 292-6668

Reading Room

The Advisory Council's Special Library has been designated under the Access to Information Act as a public reading room. The address is:

110 O'Connor Street
9th Floor, Room 937
Ottawa, Ontario.

Canadian Centre for Occupational Health and Safety

Chapter 15

General Information

Background

The Canadian Centre for Occupational Health and Safety (CCOHS) is a corporation under Schedule II of the Financial Administration Act, created by Parliament in April, 1978 to promote the rights of Canadians to a healthy and safe working environment. It is governed by a Council of Governors representing labour, employers and federal, provincial and territorial governments.

Responsibilities

CCOHS promotes a healthier and safer workplace by providing a free occupational health and safety inquiries service to Canadians in both official languages while achieving self-sufficiency through the revenue generating services as a not-for-profit organization. The revenue generating service includes publications, training packages, an online electronic service (CCINFO) that connects users to CCOHS' computer in Hamilton and a compact disc service. CCINFOdisc, consisting of a series of 6 compact discs which are updated quarterly, contains material safety data sheets of trade name chemicals, and other chemical and general health and safety data bases.

Three new specialized compact discs are also offered containing full text publications, complete with graphics, multi-media training packages and full text OH&S legislation.

Four membership options from $100 to $500 are offered to organizations which are interested in supporting the Canadian Centre for Occupational Health and Safety and promoting the fundamental right of all Canadians to a healthy and safe work place. Facilitation is provided through information sessions in which stakeholders in workplace health and safety define and enlarge the common ground on issues connected with workplace health and safety. Promotion of occupational health and safety issues and solutions is provided through "At The Centre", CCOHS's magazine and Working Well articles. The newsletter is distributed free nationally to working Canadians. It is published three times per year to over 10,000 working Canadians and to over 42 countries internationally.

Working Well an article of 800 words in length, is provided free to newsletters and magazines in Canada and promotes knowledge and understanding of occupational health and safety issues. It is distributed to over 2 million readers annually through a network of magazines, house publications, health and safety organizations, unions and others with an interest in promoting occupational health and safety in Canada.

Legislation

- Canadian Centre for Occupational Health and Safety Act
- Financial Administration Act, Schedule II

Organization

CCOHS is a corporation under Schedule II of the Financial Administration Act. Its policies are established by the Council of Governors, which consists of a chairman and 38 representatives from labour, employers' organizations and the federal, provincial and territorial governments. It meets three times a year in various parts of Canada. The Executive Board of the Centre, chaired by the President and Chief Executive Officer, consists of nine governors elected annually from among its members by the Council of Governors, on a representative tripartite basis. The Executive Board is authorized to carry out the business of the Council between Council meetings. It is required by statute to meet at least six times a year. The President and Chief Executive Officer supervises and directs the work and staff of the Centre.

The program is delivered on an inter-disciplinary project team system. There are four directorates through which the program is delivered.

Inquiries Service: Responds directly to oral or written inquiries from the public.

Project Development and Coordination: The market-driven project teams that constitute the driving force for the products and services offered by the Centre.

Operations Support: Provides the support services and other services necessary for the effective operation of the Centre, and coordinates and monitors the national marketing and sales plan. It also designs, prints and distributes the Centre's publication "At The Centre", Working Well and organizes workshops.

Comptroller: Provides centralized planning and financial control.

Information Holdings

Program Records

CCINFO

CCINFO is CCOHS' computerized information service which consists of two distinct modes of delivery - CCINFOdisc and CCINFOline: CCINFOdisc the delivery through CD-ROM (compact disc read-only memory); provides data bases; CCINFOline - the delivery through a telecommunications link to CCOHS' central computer, provides access to data bases.

There are three additional specialized CD-ROM discs containing information on publications, training and legislation: 1) Publications Disc - containing the full text of CCOHS and other national and international publications with accompanying graphics; 2) Training Disc - consisting of multi-media training packages with colour, graphics animation and interactive features; and, 3) Legislation Disc - containing the full text of Canadian occupational health and safety Acts and regulations.

There are five chemical information data bases which respond to the right to know about the hazards posed by chemicals in the workplace. They are: 1) MSDS Data Base focuses on material safety data sheets for trade-named products; 2) CHEMINFO (Chemical Information) supplies detailed information on chemicals and their safe usage; 3) RTECS (a registered trademark of the National Institute for Occupational Health and Safety) is a Registry of Toxic Effects of Chemical Substances, an annual compendium of toxicity data extracted from the scientific literature by NIOSH; 4) REGULATORY INFORMATION ON PESTICIDE PRODUCTS identifies and describes products registered in Canada under the Pest Control Products (PCP) Act, and is produced by Agriculture Canada; and, 5) TRANSPORT OF DANGEROUS GOODS (TDG)/HAZARDOUS MATERIALS (49CFR) is a data base giving regulatory information for the packaging and shipping of substances with recognized shipping names.

Three additional data bases also contain chemical information: 1) PRIS (PEST MANAGEMENT RESEARCH INFORMATION SYSTEM) consists of six data bases covering many aspects of pest control product development, from first introduction in Canada for research up to registration; produced by Agriculture Canada; 2) CESARS (Chemical Evaluation Search and Retrieval System) contains information on chemicals of environmental concern; jointly produced by the Michigan Department of Natural Resources (MDNR) and the Ontario Ministry of the Environment (MOE); and, 3) DOMESTIC/NON-DOMESTIC SUBSTANCES LIST (DSL/NDSL) lists substances manufactured or imported into Canada; in Canadian commerce, or used for commercial manufacturing purposes in Canada, under specific criteria, as well as substances no on the DSL, but believed to be in international commerce, although not yet in Canada.

Three data bases on resources describe people and organizations active in Canadian occupational health and safety, and current research projects in the field: 1) STUDIES is a directory of recent Canadian studies in the field of occupational health and safety; 2) ORGS lists Canadian organizations involved in the field of occupational health and safety; and, 3) PERSONS provides a directory of Canadians involved in the field of occupational health and safety.

Two other data bases contain Canadian legal information on occupational health and safety: 1) CASE LAW, a collection of summaries of occupational health and safety cases and decisions from jurisdictions across Canada; and, 2) FATALITY REPORTS, a data base containing information from reports on occupationally related fatalities.

Other data bases accessible through CCINFO:

- DOCS is a bibliographic data base of documents on occupational health and safety produced in Canada, by Canadians or on Canadian topics.

- ESSENTIALS provides references to publications selected as essential to answer questions on a specific topic in occupational health and safety.

- NOISE LEVELS is a direct-information data base providing numerical data on noise levels relating to different types of machinery used for specific occupations in various industries.

- NON-IONIZING RADIATION LEVELS is a data base containing non-ionizing radiation measurements of specific types of equipment used in a variety of industries and occupations.

- MINING INCIDENTS describes occupational health and safety incidents in mining; developed in co-operation with the Chief Inspectors of Mines Association.

- AIDSCAN for Health Care Workers, created by Ryerson Polytechnical Institute, is a bibliographic data base of documents on working safely with AIDS patients; the physical and psychosocial aspects of care; and the educational or other special projects in which health care workers might be involved.

- DIRECTORY OF OCCUPATIONAL SAFETY AND HEALTH LEGISLATION IN CANADA lists occupational health and safety legislation as made available to the Federal-Provincial Relations Branch of Labour Canada, and is provided by Labour Canada.

- INRS-BIBLIOGRAPHIE, a French-language bibliographic data base covering the international scientific and technical literature available on occupational health and safety; provided by the Institut national de recherche et de sécurité (INRS) in France.

- INET - RESEARCH PROJECTS (INRS), an international directory of research projects that are planned or currently underway on the prevention of occupational risks; produced by the Institut national de recherche et de sécurité (INRS) in France.

- INOR - ORGANIZATIONS (INRS), an international directory of organizations that conduct research on the prevention of occupational risk, whether or not this is their main activity; produced by the Institut national de recherche et de sécurité (INRS) in France.

- DIDS (Document Information Directory System), a listing of NIOSH publications and reports which can be ordered from NIOSH, the US Government Printing Office (GPO) or the National Technical Information Service (NTIS); provided by NIOSH.

- STANDARDS AND DIRECTORIES is a directory of standards, certified products' directories, PLUS products and other miscellaneous information products published by the CSA (Canadian Standards Association).

- CIS/ILO was created by the Centre d'informations de sécurité et de santé au travail of the International Labour Office in Geneva. CIS/ILO is a bilingual, bibliographic data base on publications in occupational health and safety worldwide.

- NIOSHTIC, developed by the U.S. National Institute for Occupational Safety and Health, is a bibliographic data base with international coverage of publications in occupational health and safety.

- SOLUTIONS, consist of solutions which organizations actually implemented in the workplace to solve OH&S problems.

- NIPERA CAB (Current Awareness Bulletin), produced by the Nickel Producers' Environmental Research Association (NIPERA) in the U.S. to develop and disseminate information on any health or environmental effects that might be associated with the production and use of nickel, its compounds and alloys. *Program Record Number:* OHS ISS 055

Chemical Data Base Development

Description: Files on adverse effects caused by workplace exposure to chemicals and health and safety problems of selected industries or occupations. *Topics:* Chemical, physical and toxicological properties of workplace chemicals. *Program Record Number:* OHS TES 010

Data Base and Information Resource Development

Description: Information on people, organizations and studies in the area of occupational health and safety. *Topics:* People, organizational and studies in the area of occupational health and safety. *Program Record Number:* OHS TES 025

Inquiries

Description: Answers questions on specific occupational health and safety matters. *Topics:* Chemical hazards, physical hazards, occupational diseases, biological hazards, psycho-social issues, occupational safety, ergonomics, occupational health and safety administration. *Program Record Number:* OHS IRS 041

Medicine, Toxicology and Ergonomics

Description: Information on the relationship between occupation and disease, on toxicology and ergonomics and occupational medical services. *Topics:* Occupational diseases; employee health services. *Program Record Number:* OHS TES 015

Safety, Hygiene and Engineering

Description: Information on workplace safety hazards, accident and disease rates among workers, adverse effects associated with occupational exposure to radiation, vibration, light, and temperature and pressure extremes and health experiences of selected occupations. *Topics:* Safe work practices, equipment, workplace design, accident statistics, disease statistics and occupational epidemiology ionizing radiation, non-ionizing radiation, light, temperature, pressure, noise and vibration. *Program Record Number:* OHS TES 020

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting
Acts and Legislation
Administration
Administrative and Management Services
Audits
Budgets
Buildings and Properties
Classification of Positions
Co-operation and Liaison
Employment and Staffing
Equipment and Supplies
Finance
Furniture and Furnishings
Human Resources
Occupational Health, Safety and Welfare
Office Appliances
Official Languages
Pensions and Insurance
Personnel
Procurement
Salaries and Wages
Staff Relations
Training and Development
Utilities
Vehicles

Personal Information Banks

Studies on Information Sources in Occupational Health and Safety

Description: This bank contains information on persons, including their areas of interest and activities in occupational health and safety. *Class of Individuals:* Individuals who are active in the field of occupational health and safety. Includes people from labour, government, industry, educational institutions and professional associations. *Purpose:* This bank provides a centralized current information source on persons and activities in occupational health and safety in Canada. *Consistent Uses:* To be used at CCOHS to facilitate information provision services and by the public to improve communication and information sharing in occupational health and safety in Canada. *Retention and Disposal Standards:* Under review. *TBS Registration:* 001608 *Bank Number:* OHS PPU 005

Manuals

- CCINFOline Training Manual
- CCINFOline Getting Started Manual

- CCINFOdisc Getting Started Manuals (IBM and MacIntosh)
- On-line User Instructions for CCINFOline
- On-screen User Instructions for CCINFOdisc itself and its installation
- Tape Service Manuals
- Specifications for Contributions of MSDS Data in Electronic Form for the MSDS Data Base

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Centre and its various programs and functions may be directed to:

Inquiries Service
Canadian Centre for Occupational Health and Safety
250 Main Street East
Hamilton, Ontario
L8N 1H6

(416) 572-4400 (English)
(416) 572-2981 (French)
1-800-263-8466 (English)
1-800-263-8276 (French)
Facsimile: (416) 572-4500 (English and French)

Reading Room

Facilities in Documentation Resources have been designated as a public reading room in accordance with the Access to Information Act. The address is:

250 Main Street East,
Hamilton, Ontario.

Canadian Commercial Corporation

Chapter 16

General Information

Background

A Crown corporation established in 1946, Canadian Commercial Corporation (CCC) is wholly owned by the Government of Canada. It reports to Parliament through the Minister for International Trade. The board of directors is comprised of Canadian business executives and the President of CCC.

Responsibilities

The Corporation's mandate is to assist in the development of trade between Canada and other nations. Its principal activity is to facilitate sales to foreign governments and international agencies on behalf of Canadian suppliers. In all transactions it assumes the role of prime contractor, undertaking to deliver a product or service to the foreign customer with a "back-to-back" obligation from a Canadian supplier. The work to be done is subcontracted to private sector firms and/or other government departments or agencies.

Legislation

- Canadian Commercial Corporation Act

Organization

The board of directors is comprised of Canadian business executives, and the President of the Corporation.

■ Corporate Affairs

This unit is responsible for planning, communications, management, information systems/data processing, security and administration, and personnel services. The latter includes such items as access to information and privacy, the Employment Equity Program and the Official Languages Program.

■ Finance

This unit is responsible for ensuring sound financial management practices for all policies and programs of the Corporation, from conception to implementation.

■ Operations

Two distinct operational groups facilitate government-to-government export contracts, in keeping with the Corporation's responsibilities. The groups are United States and Overseas. The latter includes deals with United Nations purchasing agencies and international financial institutions.

Information Holdings

Program Records

Canadian Commercial Corporation Files
Description: The Corporation's files contain information related to foreign governments and international trade procurement and contracting. *Topics:* Exports; contracts; defence industry; developing countries; foreign governments; foreign posts; foreign trade; international trade; supplier listings and contracts; trade development; international financial institutions. *Program Record Number:* CCC CCC 005

Manuals

- Supply Policy Manuals (SSC)

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Corporation and its various programs and functions may be directed to the following:

Corporate Communications Officer
Canadian Commercial Corporation
11th Floor, 50 O'Connor Street
Ottawa, Ontario
K1A 0S6
(613) 995-6612

Reading Room

In accordance with the Access to Information Act, an area on the premises of this institution has been designated as a public reading room. The address is:

50 O'Connor Street, 11th Floor
Ottawa, Ontario.
Hours of operation are 09:00 to 16:00, Monday to Friday.

Canadian Cultural Property Export Review Board

Chapter 17

General Information

Background

The Cultural Property Export Review Board was established through the Cultural Property Export and Import Act on September 6, 1977. The duties of the Review Board as set out in section 20 of the Act are: pursuant to section 29, to review applications for export permits; pursuant to section 30, to make determinations respecting fair cash offers to purchase; and pursuant to section 32, to make determinations for the purpose of subparagraph 39(1)(a) (i.1) or 110(1)(b.1) of the Income Tax Act.

Administrative services to the Review Board are provided through the Department of Communications by the Movable Cultural Property Secretariat. All Review Board files are housed with the Secretariat. The personal information they contain pertains to members of the Review Board, applications for grants, loans, cultural property export permits, appeals against the refusal of cultural property export permits and applications for the certification of cultural property submitted on behalf of donors or vendors. Application forms are filed by number but can be accessed through a manual cross-index or automated system containing the name of the appellant (in the case of an appeal) or the donor/vendor (in the case of certification). Review Board member files are maintained in alphabetical order.

Responsibilities

The Review Board is responsible for preserving in Canada significant examples of Canadian heritage in movable cultural property, reviewing applications for export permits, making determinations on fair cash offers to purchase and making determinations for the purposes of the Income Tax Act. It also provides advice to the Minister of Communications on matters affecting the preservation in Canada of the heritage in movable cultural property. In particular, it recommends to the Minister, pursuant to section 35 of the Act, grants and loans to designated institutions and public authorities in Canada for the purchase of objects for which permits have been refused under the Act, or for the purchase of cultural property outside Canada that is related to the national heritage. The grants and loans are made out of monies appropriated annually by Parliament.

In reviewing an application for an export permit the Board must determine whether the object in question: is included in the Canadian Cultural Property Export Control List; is of outstanding significance by reason of its close association with Canadian history or national life, its aesthetic qualities or its value in the study of the arts or sciences; is of such a degree of national importance that its loss would significantly diminish the national heritage.

Where the Review Board determines that the cultural property subject of an application meets the criteria of outstanding significance and national importance, and the cultural property qualifies for certification for income tax purposes, the Review Board issues a Cultural Property Income Tax Certificate to the designated institution or public authority making such an application. It should be noted that objects proposed for certification need not be included in the Canadian Cultural Property Export Control List. Thus objects less than 50 years old and made by a living person may qualify. It should also be noted that a certified cultural property subject of a Cultural Property Income Tax Certificate is exempt from tax on taxable capital gains when disposed of (by gift or sale) to an institution or public authority in Canada designated for the purpose and, in the case of a donation, also qualifies for the 100 percent tax credit provision under the Income Tax Act.

Legislation

- Cultural Property Export and Import Act

Organization

■ Movable Cultural Property Secretariat

The Secretariat provides administrative services to the Review Board and coordinates the export control system.

Information Holdings

Program Records

Cultural Property Exports and Imports

Description: Information on the export of cultural objects in the National Treasure category and the transfer of ownership of such objects to public institutions through the provisions of grants and tax incentives as set out under the Cultural Property Export and Import Act. ***Topics:*** Implementation of the Cultural Property Export and Import Act; export permits and control; expert examiners; permit officers; certification; designation; grants and loans; case files on illegal exports and imports; consultants and special advisors. ***Bank Number:*** CPE CPI 005

Personal Information Banks

Appeals

Description: An applicant for a cultural property export permit, whose permit is refused by an expert examiner, may appeal this decision to the Cultural Property Export

Review Board. The process of appeal, including the disposition of the relevant information, is set out in paragraph 22 of the Cultural Property Export and Import Act. The information in this bank includes the original permit application, the advice of the expert examiner and any other experts consulted, and administrative correspondence related to the conduct of the appeal. In each case, the information contained in an appeal file is shared with all interested parties. Files are kept for five years. ***Class of Individuals:*** Individuals seeking to export cultural property which is subject to control. ***Purpose:*** To determine if an export permit should be granted. ***Retention and Disposal Standards:*** Files are kept for 10 years. ***TBS Registration:*** 000116 ***Bank Number:*** CPE PPU 005

Certification

Description: The purpose of this bank is to enable the Review Board to make determinations concerning the certification of cultural property for income tax purposes, and to issue cultural property income tax certificates. The application files contain information concerning the fair market value of objects being transferred to designated institutions by individual donors or vendors. Material held in the bank includes the application, appraisals, declaration of authenticity, information on provenance, significance of the object and, in the case of a sale, the purchase price. Copies of any advice from experts consulted and a copy of the tax certificate are also included. ***Class of Individuals:*** Individuals who donate or sell cultural property to designated Canadian cultural institutions. ***Purpose:*** Certification of cultural property for income tax purposes and the issuance of cultural property income tax certificates. ***Retention and Disposal Standards:*** Files are kept for five years. ***TBS Registration:*** 000117 ***Bank Number:*** CPE PPU 010

Export Permits

Description: In accordance with section 4 of the Cultural Property Export and Import Act, an export permit must be obtained for cultural property which is more than 50 years old and made by a person who is no longer living. The permit application procedures are set out in the Act and the regulations. This bank contains original permit applications and supporting documentation, including correspondence and photographs. ***Class of Individuals:*** Applicants for export permits and general export permits. ***Purpose:*** The information was compiled in accordance with the regulations established under the Cultural Property Export and Import Act for export controls affecting cultural property. ***Retention and Disposal Standards:*** Files are retained for ten years and are then transferred to the National Archives of Canada. ***TBS Registration:*** 002588 ***Bank Number:*** CPE PPU 015

Permit Officers, Expert Examiners and Applications for Grants and Loans

Description: This bank contains information about individuals designated as permit issuing officers and expert examiners for the purposes of export controls affecting cultural property. Permit issuing officers are employees of Revenue Canada (Customs and Excise) who issue the permits, while expert examiners are employees of curatorial institutions who make determinations about the objects being exported. Grants for the purchase of cultural property are available for objects for which export permits have been refused, or which are located outside of Canada and are related to the Canadian national heritage. ***Class of Individuals:*** Employees of Revenue Canada (Customs and Excise); museum curators; dealers and collectors of cultural property. ***Purpose:*** The information has been compiled to maintain listings of permit issuing officers and expert examiners responsible for ensuring the efficient operations of the export control system. Information about individuals selling cultural property is required to establish their eligibility for a grant. ***Retention and Disposal Standards:*** Files are retained for ten years and then transferred to the National Archives of Canada. ***TBS Registration:*** 002587 ***Bank Number:*** CPE PPU 020

Review Board Members

Description: Section 18 of the Cultural Property Export and Import Act establishes the Cultural Property Export Review Board and defines the composition of its membership. Information in this bank includes the curricula vitae of members, Orders-in-Council appointing them to the Board, correspondence, travel expense claims, press releases and articles by and about members. ***Class of Individuals:*** Members of the public; curators; dealers and collectors. ***Purpose:*** The information was compiled to determine the professional qualifications of individuals and their eligibility for membership on the Board. Some information is also used in the completion of travel documentation and for remuneration of members. ***Retention and Disposal Standards:*** Files are retained for ten years and are then transferred to the National Archives of Canada. ***TBS Registration:*** 002589 ***Bank Number:*** CPE PPU 025

Manuals

- Canadian Cultural Property Export Control List
- Cultural Property Export Guide
- Introduction to the Cultural Property Export and Import Act
- Regulations Respecting the Export from Canada of Cultural Property

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Board and its various programs and functions may be directed to:

Canadian Cultural Property Export Review Board
Room 500, Journal Tower North
300 Slater Street
Ottawa, Ontario
K1A 0C8
(613) 990-4161

Reading Room

The library of the Department of Communications has been designated as a public reading room in accordance with the Access to Information Act. The address is:

300 Slater Street, 14th Floor,
Ottawa, Ontario.

Canadian Dairy Commission

Chapter 18

General Information

Background

The Canadian Dairy Commission was established by the Canadian Dairy Commission Act in October 1966. The Commission consists of a chairman, a vice-chairman and one other member appointed by the Governor-in-Council; it is accountable to Parliament through the Minister of Agriculture. To assist the Commission with advice on dairy pricing matters, there is a consultative committee of nine members, appointed by the Minister, who represent a variety of interests.

Responsibilities

The objectives of the Commission are to provide efficient producers of milk and cream with the opportunity of obtaining a fair return for their labour and investment, and to provide consumers with a continuous and adequate supply of dairy products of high quality.

The Commission, under its authority to purchase and sell dairy products, supports the market price of major processed products, principally butter and skim milk powder. The prices that producers receive for industrial milk and cream are related to these product support prices.

The Commission operates a major export marketing program for skim milk powder and whole milk products such as evaporated milk, cheese, whole milk powder and other specialty products.

The Commission makes direct payments to producers from funds provided by the government to supplement returns from the market. These payments are made on qualifying milk and cream shipments produced within a market share quota system to meet domestic market requirements, and a special export program.

The supply of industrial milk and cream is managed nationally through a market share quota program administered under the National Milk Marketing Plan. The Commission, as chairman of the Canadian Milk Supply Management Committee (CMSMC), directs the development of policy and coordinates the administration of the national quota and provincial market shares are determined by the CMSMC.

Legislation

- Agricultural Stabilization Act
- Canadian Dairy Commission Act

Organization

■ Policy and Economics Section

This provides analysis and advice on dairy-related issues.

■ Subsidy Operations Section

This administers the payment of subsidies on qualifying shipments of industrial milk and cream to producers in order to make dairy products more affordable to consumers. This involves processing applications for registration of producers' permits, maintaining records of provincial and individual producer market share quotas and milk and cream production, paying subsidies on the basis of those records, and directing and controlling the levy program.

■ Marketing Operations Section

This involves both domestic and export activities, including the purchase, sale, transport, warehousing, financing and payment of assistance on the export of dairy products and animal feed under the Commission's domestic price support and special export program. Products involved are butter, skim milk powder, cheese, evaporated milk, whole milk powder and specialty products.

Information Holdings

Program Records

Administrative Policies
Description: The administrative policies for the entire Commission. ***Program Record Number:*** CDC COM 015

Animal Feed Assistance
Description: Information on the use of dairy farmer levy funds to make skim milk powder available for animal feed when the domestic market is short of such supplies. *Access:* Files arranged chronologically by company. *Storage Medium:* EDP systems. ***Program Record Number:*** CDC MOP 095

Canadian Milk Supply Management Committee
Description: Information on the Commission's activities as chairman of the Canadian Milk Supply Management Committee, which administers the federal-provincial agreement, the National Milk Marketing Plan. *Topics:* National industrial milk and cream supply management systems. *Access:* Files arranged chronologically, by subject and by province. ***Program Record Number:*** CDC COM 025

Commission Rules of Procedure
Description: Corporate rules of procedure describing how the Commission operates and the specific responsibilities

of the three commissioners. *Program Record Number:* CDC COM 005

Consultative Committee
Description: Information regarding this nine-member advisory body to the Commission, which represents a variety of interests – farmers, processors, wholesalers, retailers and consumers. *Access:* Files arranged chronologically by subject. *Program Record Number:* CDC COM 020

Domestic Product Promotion, Product and Market Research
Description: Commission-funded product and market research, and product promotion. *Access:* Files arranged by subject, product and project (research reports are available). *Program Record Number:* CDC MOP 100

Export Assistance
Description: Information on the payment of dairy farmers' funded export assistance on dairy products marketed by exporters. *Access:* Files arranged chronologically by company and product. *Storage Medium:* EDP systems. *Program Record Number:* CDC MOP 090

Inventories
Description: Inventories of dairy products held by the Commission. *Access:* Files arranged by product and warehouse. *Storage Medium:* EDP systems. *Program Record Number:* CDC MOP 085

Levies
Description: Information on funds collected by provinces from producers and remitted to the Commission to cover costs of exporting dairy products, surplus to domestic needs. *Access:* Files arranged by subject matter and province. *Program Record Number:* CDC SOP 060

Liaison with Federal and Provincial Agencies
Description: Communications, agreements, etc., between the Commission and federal and provincial departments and agencies, and representatives of the industry and interest groups. *Access:* Files arranged by subject, individual, and province. *Program Record Number:* CDC COM 010

Plants and Provincial Agencies
Description: Listing of milk processing plants in Canada which report shipments of industrial milk and cream, provincial milk marketing agencies and the records of milk shipments and levies by province only. *Access:* Files arranged by product, province and plant. *Program Record Number:* CDC SOP 040

Policy
Description: Information on policy development; consultations with other federal agencies and provincial, producer and processor agencies, boards and organizations, on income support, price stability, research on price determination, statistical data, reports, forecasts, trends, related correspondence. *Topics:* Milk and milk-product production, demand, sales, costs of milk product and processing, market share quotas, stocks, levies, targets, federal support and product prices. *Storage Medium:* EDP systems and subject files. *Program Record Number:* CDC PEC 030

Producers
Description: Information on each producer. *Topics:* Monthly milk production; market share quotas; monthly subsidy payments; communications with either the producer or provincial agency. *Access:* Files arranged by individual and province. *Storage Medium:* EDP systems, microfilm. *Program Record Number:* CDC SOP 035

Production of Milk and Cream
Description: Information on industrial milk and cream production by producer, by province (and in some cases by plant) and a variety of summary tables such as summer-winter milk production by province, and degree of integration by province. *Access:* Files arranged by product, individual, and province. *Program Record Number:* CDC SOP 045

Purchases
Description: Tenders, negotiations and contracts of purchases of dairy products by the Commission. *Access:* Files arranged by product, country and company. *Storage Medium:* EDP systems. *Program Record Number:* CDC MOP 070

Sales
Description: Quotes, negotiations and contracts of dairy products marketed by the Commission. *Access:* Files arranged by product, country and company. *Storage Medium:* EDP systems. *Program Record Number:* CDC MOP 065

Subsidy Payments
Description: Information on payments made to producers for qualifying shipments of industrial milk and cream. *Access:* Files arranged by registration number sequence and province. *Storage Medium:* EDP systems, microfilm. *Program Record Number:* CDC SOP 055

Subsidy Rules
Description: Rules and regulations on the eligibility for and payment of subsidy to milk producers on their qualifying shipments of industrial milk and cream. *Program Record Number:* CDC SOP 050

Transport
Description: Tenders, negotiations and agreements for the truck, train and boat transport used by the Commission to move dairy products. *Access:* Files arranged by mode, commodity, country, province, company, and product. *Storage Medium:* EDP systems. *Program Record Number:* CDC MOP 080

Warehousing
Description: Tenders, negotiations and contracts for storage facilities used by the Commission to store dairy products across Canada. *Access:* Files arranged by province, port, company, and city. *Storage Medium:* EDP systems. *Program Record Number:* CDC MOP 075

Personal Information Banks

Milk Producers' Records

Description: The records contain farmland location, memoranda, financial reports, summary of interviews, production data, amount of subsidy paid and the production data. *Class of Individuals:* Milk producers. *Purpose:* This bank exists to register and furnish information and data necessary for payment of federal dairy subsidies. *Consistent Uses:* This bank is used for the administration of the dairy policy and operation of the dairy program. *Retention and Disposal Standards:* These files are retained indefinitely. *TBS Registration:* 002997 *Bank Number:* CDC PPU 005

Classes of Personal Information

In the course of conducting the programs and activities of the Canadian Dairy Commission, categories of personal information may be accumulated which are not contained in the specific personal information banks described in this entry. Such personal information includes, for example, candidates for appointment to advisory bodies such as the Consultative Committee to the Commission, which are stored as part of the general subject files where records are not normally retrieved by names of individual or other personal identifier.

This form of personal information is normally retrievable only if requests include general background on the circumstances under which an individual contacted the Commission and an approximate time-frame. The retention period for these classes of personal information is controlled by the record schedules of the general subject files in which they are stored.

Manuals

- CDC Administrative Policy Manual (under review)

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Commission and its various programs and functions may be directed to:

Information Services
Canadian Dairy Commission
2197 Riverside Drive
Ottawa, Ontario
K1A 0Z2
(613) 998-9490

Reading Room

The library of the Canadian Dairy Commission has been designated under the Access to Information Act as a public reading room. It is located at:

Canadian Dairy Commission,
6th floor, 2197 Riverside Drive,
Ottawa, Ontario.

Canadian Film Development Corporation

Chapter 19

General Information

Background

The Canadian Film Development Corporation was established by an Act of Parliament (R.S.C. 1970, Chapter C-8) in March, 1967. The Corporation, publicly known as Telefilm Canada, is responsible for fostering the growth and development of the private sector of the Canadian film, television and video industry.

Responsibilities

Through Telefilm Canada, the Government of Canada provides support, as a partner, to the private sector for the production of film and broadcast material, either in the form of investment funds or through a variety of resources at the Corporation's disposal.

The Corporation meets the diverse needs of this industry through a wide range of funds. Support is available at all stages of the process, from screenplay development to final production and beyond to the distribution and marketing of the finished product in Canada and abroad.

Telefilm Canada is a Crown corporation that reports to Parliament through the Minister of Communications. It is headed by a board of directors and a chairman appointed by the Governor in Council. The Governor in Council, on the recommendation of the Corporation's board, also appoints an executive director who acts as chief executive officer and is responsible for day-to-day operations. Headquarters is located in Montreal with offices in Toronto, Vancouver, Halifax, Los Angeles, Paris and London.

Legislation

- Canadian Film Development Corporation Act, 1970, R.S.C. chapter C-8.

Organization

■ Planning and Policies

This sector is responsible for the formulation of policies and strategies for the administration of Corporation funds. The sector is also responsible for establishing formal liaison with industry representatives and federal and provincial institutions, and for the evaluation of the cultural and industrial impact of Telefilm Canada policies.

■ Production and Development

This sector has overall responsibility in the administration of the Feature Film Fund, the Canadian Broadcast Program Development Fund and the Interim Financing Fund. It co-ordinates decision-making and production and development activities among the Canadian offices of the Corporation.

■ Financing and Administration

This sector is responsible for: financial planning; monitoring spending and commitments; financial tracking; personnel; computer systems; legal affairs; and contract management.

■ Distribution, Marketing and International Affairs

This sector is responsible for the overall administration of marketing, distribution and export activities and funds, in order to promote the visibility and competitiveness of Canadian productions in Canada and abroad, and to foster growth in distribution-related sectors. The sector is also responsible, on behalf of the Minister of Communications, for the administration of Canada's co-production treaties with Algeria, Belgium, China, Czechoslovakia, the Federal Republic of Germany, France, Hungary, Israel, Italy, Morocco, New Zealand, Spain, Switzerland, the United Kingdom, Yugoslavia, Argentina, Australia, Ireland, the Netherlands and the USSR. It also evaluates applications made under these treaties and makes recommendations to the Minister regarding provisional and final approval.

■ Research and Analysis

This sector is responsible for studies concerning the impact of the Corporation's various programs and the evolution of the industry in general, in order to promote better long term planning and ensure the Corporation's activities effectively meet the needs of the industry.

A Human and Material Resources sector and a Communications sector complete the organizational structure of the Corporation.

Information Holdings

Program Records

Co-production Treaties

Description: Information on the maintenance or renegotiation of current co-production treaties, relevant correspondence and negotiation of possible treaties and projects which have been submitted for official co-production status. *Topics:* Treaties; policies; projects. *Access:* Files arranged by country or project. *Program Record Number:* CFD PPO 010

Distribution and Marketing

Description: Information on transactions carried out under the Corporation's distribution and marketing funds, as well as on the distribution or marketing of films. *Topics:* Contracts; revenues; distributors; agents; territories; and markets. *Access:* Files arranged by country, company, market or project title. ***Program Record Number:*** CFD DAM 025

Industry Support

Description: Information on transactions carried out under the Corporation's industry support fund. *Topics:* Festivals; markets; seminars and workshops. *Access:* Files arranged by event or organization. ***Program Record Number:*** CFD DAM 020

Policy and Planning

Description: Information on internal Corporation policy and the evaluation and response to policy planning of other government departments and agencies, as well as professional interest groups. *Topics:* Financial planning; internal policy and planning; federal government; general industry policy; industry relations. *Access:* Financial planning files arranged according to date; all other files arranged alphabetically by issue or organization. ***Program Record Number:*** CFD PPO 005

Production

Description: Information on transactions carried out under the Corporation's production fund. *Topics:* Readers' reports; contracts; financial information; subsidiary documents. *Access:* Submissions accepted or rejected, arranged by project title. ***Program Record Number:*** CFD PRO 015

Personal Information Banks

Application for Funds File

The purpose of this bank is to maintain a record of the applications and assessment records of individuals applying for funding of projects by Telefilm Canada (CFDC). It contains the application form and supporting data presented by the applicant; the project proposal; financial data; critical assessments of the project and the decision of the Corporation. This information is used for future reference in decision-making processes. In the case of a funded project, financial and administrative data are maintained. These data are used as a basis for generalized industry statistics as well as for future reference. Information in the bank is retained indefinitely for projects that are funded, for proposals that do not receive funding information is retained for two years. ***Bank Number:*** CFD PPU 005

Manuals

- Policy Manual - The Canadian Film Development Corporation

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

General information on current Corporation funds or activities may be obtained in person, by telephone, or by writing to one of the Corporation's offices listed below:

Montreal - Head Office
Telefilm Canada National Bank Tower
600 de la Gauchetière Street West, 14th Floor
Montreal, Quebec
H3B 4L2

(514) 283-6363

Toronto
Telefilm Canada
2 Bloor Street West, 22nd Floor
Toronto, Ontario
M4W 3E2

(416) 973-6436

Vancouver
Telefilm Canada
350 - 375 Water Street
Vancouver, British Columbia
V6B 5C6

(604) 666-1566

Halifax
Telefilm Canada
Artillery Place
Suite 220
Halifax, Nova Scotia
B3J 1J2

(902) 426-8425

United States
144 South Beverly Drive, Suite 400
Beverly Hills, California 90212
U.S.A.

Tel: (213) 859-0268
Telex: 673-688
Fax: (213) 276-4741

France
15, rue de Berri
75008 Paris, France

Tel: (1) 45.63.70.45
Telex: 42-648082F
Fax: (1) 42.25.33.61

England
55/59 Oxford Street, Fourth Floor
London, WIR IRD England

Tel: (1) 437-8308
Telex: 923-753
Fax: (1) 734-8586

Reading Room

In accordance with the Access to Information Act, an area on the premises of the Corporation has been designated as a public reading room. The addresses of the Corporation's offices are listed above.

Canadian Human Rights Commission

Chapter 20

General Information

Background

The Canadian Human Rights Commission was given its mandate with the passage in July 1977 of the Canadian Human Rights Act. The Act became operative on March 1, 1978.

Responsibilities

The Commission's program objective is to give effect to the principle that within the federal sphere every individual should have equal opportunity to participate in Canadian life consistent with his or her duties and obligations as a member of the Canadian society.

Specifically, the Commission deals with complaints of discrimination in employment, in the provision of goods, services, facilities and/or accommodation customarily available to the general public and in the provision of commercial premises or residential accommodation, based on any of the ten prohibited grounds of discrimination enumerated in the Act: race, national or ethnic origin, colour, religion, age, sex, marital status, family status, disability, or conviction of an offence for which a pardon has been granted. The Commission also attempts to resolve cases through the conciliation/settlement process before considering the tribunal process.

The Canadian Human Rights Act prohibits discrimination in policies and practices applied to wages for male and female employees who are performing work of equal value. As a result, the Commission investigates complaints alleging inequities in wage-related practices.

The Commission also monitors annual reports filed by federally regulated companies under the Employment Equity Act, and where appropriate, may initiate compliance actions.

The Commission also has a statutory responsibility to discourage and reduce discriminatory practices through public education, liaison, and any other means it considers appropriate. This responsibility is discharged by producing promotional and educational materials, developing and conducting information programs to foster public understanding of the principles of equal opportunity enshrined in the Canadian Human Rights Act, and by working cooperatively with employers and service providers both at the headquarters and regional levels.

The Commission functions as an independent agency and reports to Parliament through the Minister of Justice.

Legislation

- Age Guidelines (SI/78-165, October 25, 1978)
- Canadian Human Rights Benefit Regulations (SOR/80-68, January 11, 1980; amendment: SOR/82-783, August 19, 1982; SOR/83-615, July 28, 1983; SOR/85-512, May 31, 1985)
- Customs and Excise Human Rights Investigation Regulations (SOR/83-196, February 25, 1983)
- Equal Wage Guidelines (SOR/86-1082, November 18, 1986)
- Human Rights Tribunal Appeal Regulations (SOR/80-394, May 27, 1980; SOR/86-294, March 19,1986)
- Immigration Guidelines (SI/80-125, July 23, 1980)
- Immigration Investigation Regulations (SOR/80-686, August 27, 1980)

Organization

The Commission is headed by the Chief Commissioner who has deputy minister status, and is supported by the deputy Chief Commissioner and the Secretary General. There are seven administrative operational branches at headquarters: Legal Services, Anti-Discrimination Programs, Equity Programs, Communications, Research and Policy, Corporate Services, and Personnel Services.

■ Legal Services Branch

This Branch provides legal advice to Commission members and staff on all legal matters which come under the jurisdiction of the Commission, and information and advice on the administration of legal matters pertaining to legal proceedings by or against the Commission in a Human Rights Tribunal or in a court of law. Staff of the Branch are responsible for the conduct of cases

■ Anti-Discrimination Programs

The Branch is responsible for encouraging compliance with and enforcing part III of the Canadian Human Rights Act, by developing operational policies and procedures, ensuring the quality of investigation reports, delivery of the conciliation function, provision of training to investigators, and the provision of functional direction to regional staff.

■ Employment and Pay Equity

This Branch investigates complaints which allege discrimination based on data submitted by employers in their Employment Equity Reports. Action plans, including hiring and promotion goals, are developed to resolve problem areas. In addition, the Branch enters into cooperative reviews with employers interested in assessing their employment equity status. The Branch is also responsible for the investigation of pay equity complaints in the federal jurisdiction and for policy development and education. Investigations determine if there is a wage gap between males and females working for the same establishment. Measures are recommended to close any wage gaps.

■ Communications

This Branch supports the information and persuasion aspects of the Commission's mandate through a variety of products, a public education program and media relations initiatives. The communications products cover a wide range of human rights topics including human rights law, the operation of the Commission, the ten prohibited grounds of discrimination and issues such as employment and pay equity. Special education programs are designed through research and consultations with employers and special interest groups. Publications include an annual report to Parliament, a journal devoted to thoughtful discussion of human rights, news releases, speeches, brochures, posters all of which are available in alternate formats. Recently, the Commission has produced several videos dealing with general human rights themes and special topics like equal pay. Much of the Commission's work, including Human rights Tribunal and Federal and Supreme Court decisions, is publicized by the Branch through mainstream and community-based media.

■ Research and Policy

This Branch supports the Commission's decision-making process by undertaking research, monitoring national and international human rights issues and by developing policies and guidelines for the Commission's review and approval.

■ Corporate Services

This branch provides all administrative support services such as finance, assets management, access to information and privacy, information management, and informatics.

■ Personnel Services

This Branch provides personnel support services to headquarters and the regional offices. They include staffing, classification, pay and benefits, staff relations, training and human resource planning, official languages and safety.

Information Holdings

Program Records

Administrative Services

Description: Correspondence, memoranda, reports, statistics on the general administration and operation of the Commission. *Topics:* Associations, directives committees, conferences and meetings, records of proceedings, management systems, records management, security, accommodation, office equipment and supplies, maintenance and repairs. ***Program Record Number:*** HRC AFP 045

Employment Equity

Description: Information on employment equity policy, compliance procedures under the Employment Equity Act and the Commission's review and analysis of employment equity data. ***Program Record Number:*** HRC EPE 060

Employment Systems

Description: Documentation, correspondence and information on the employment policies and practices of federally regulated and provincially regulated employers; also CHRC policies on the application of the Canadian Human Rights Act to employment policies and practices (i.e. employment systems). *Topics:* Policies and procedures on employment systems in federal departments, Crown corporations and agencies, chartered banks, communication organizations, land transportation organizations, air transportation organizations, navigation organizations, manufacturing industries, employee associations, provincially regulated employers. ***Access:*** Files arranged by organization. ***Program Record Number:*** HRC CCB 020

Financial Services

Description: Correspondence, memoranda, reports, statistics on the financial management of all programs and activities within the Commission. *Topics:* Accounts, audits, budget, contracts, hospitality, grants, signing authorities, travel. ***Program Record Number:*** HRC AFP 050

General Liaison

Description: Co-operative liaison on administrative and operational subject matters with various governments, agencies and institutions. *Topics:* Federal departments and agencies; international governmental organizations; provincial and territorial governments and agencies; provincial human rights commissions; universities, colleges, schools and institutions. ***Access:*** Files arranged by organization. ***Program Record Number:*** HRC RPB 040

Human Rights/Discrimination/Amendments

Description: Information on human rights and discrimination of a general nature; Canadian Human Rights Act amendments; committees; conferences. *Topics:* Human rights; discrimination; Canadian Human Rights Act amendments, government and non-government organizations, accessibility standards, adaptation plans; committees – general, government and non-government organizations; conferences. ***Access:*** Files arranged by subject or organization. ***Program Record Number:*** HRC CCB 015

Information and Production

Description: Information on the administration of the Commission's public affairs and relations. *Topics:* CHRC publications; advertising; displays, lectures, conferences and other community activities; library services; miscellaneous enquiries; press clippings and press releases. ***Program Record Number:*** HRC RPB 030

Legal Matters

Description: Information on the administration of legal matters, regulations and guidelines established for operational purposes; legal research on various subjects. ***Topics:*** Regulations and guidelines as identified under Laws and Regulations above, legal research on issues such as jurisdiction, judicial review, remedies, evidence, primacy; legal opinions by ground of discrimination. ***Access:*** Files arranged by subject. ***Storage Medium:*** Paper. ***Program Record Number:*** HRC LEG 005

Personnel Services

Description: Correspondence, memoranda, reports, statistics on the general personnel management activities within the Commission. ***Topics:*** Appointments, official languages, classification, employment and staffing, health/medical services, insurance, resource planning, salaries/wages, superannuation/pension plans, staff relations, training/development. ***Program Record Number:*** HRC AFP 055

Program Delivery

Description: Information on contacts and activities with employers, unions and non-governmental organizations; education programs; community and outreach activities and CHRC meetings. ***Topics:*** Education programs; consulting activities; information programs. ***Access:*** Files arranged by organization and project. ***Program Record Number:*** HRC RPB 035

Research and Policy

Description: Reports by CHRC researchers and by contract organizations, survey questionnaires and data, background materials and policy analysis in human rights. ***Topics:*** Surveys, research on various grounds of discrimination; discriminatory practices; international organizations and foreign governments; federal interdepartmental committees; provincial governments; relevant correspondence. ***Access:*** Files arranged by report title or subject matter. ***Program Record Number:*** HRC RPB 010

Special Programs and Arrangements

Description: Documentation, correspondence and information on special programs, plans or arrangements undertaken by federally regulated employers or service providers; also CHRC policies on the application of the Canadian Human Rights Act to special programs and arrangements. ***Topics:*** Policies and procedures in CHRC, provincial human rights commissions, foreign governments and agencies, contract compliance, consultants; special programs related to employment including studies and research, federal departments, Crown corporations and agencies, chartered banks, communications organizations, land transportation organizations, air transportation organizations, navigation organizations, manufacturing industries, employee associations; special programs related to services in federal departments, Crown corporations and agencies, chartered banks. ***Access:*** Files arranged by organization. ***Program Record Number:*** HRC CCB 025

Personal Information Banks

■ Complaints Procedures Branch

Complaints Received Under the Canadian Human Rights Act, Part III

Description: The files consist of complaints lodged by individuals or groups from March 1, 1978, to the present day, dealing with discrimination on the grounds of race, national or ethnic origin, colour, religion, age, sex, marital status, family status, disability, or conviction for an offence for which a pardon has been issued; complaints of discrimination concerning pensions and insurance; hate messages; equal pay, and with complaints received because of threats or intimidation for having filed a complaint of discrimination (section 59 of the Canadian Human Rights Act). They contain statements from individuals and groups, and correspondence with and reports about complainants, respondents and witnesses dealing with the complaint and other facts relevant to the investigation or conciliation. ***Class of Individuals:*** General public; complainants, respondents, witnesses. ***Purpose:*** The purpose of this bank is to record, enquire into and resolve complaints of discrimination in connection with the application of Part III of the Canadian Human Rights Act, and where necessary to provide evidence for the hearing of a complaint by a Human Rights Tribunal, the Federal Court of Canada and/or the Supreme Court of Canada. ***Retention and Disposal Standards:*** The paper media information in this bank is retained for microfilming selection, then destroyed after microfilming verification. The microfiches have a 10-year retention period, and are then transferred to the National Archives of Canada for archival purposes. ***TBS Registration:*** 001504 ***Bank Number:*** HRC PPU 005

■ Legal Services Branch

Access Request Data

Description: This bank contains formal and informal requests sent by individuals requesting access to any personal information about them held by the Canadian Human Rights Commission, replies to such requests, and information related to their processing. ***Class of Individuals:*** General public; applicants. ***Purpose:*** This material is used for processing access requests only, and to report on the number of access requests received annually. ***Retention and Disposal Standards:*** The information in this bank is retained for two years after the date of correspondence and then destroyed. ***TBS Registration:*** 001506 ***Bank Number:*** HRC PPU 015

Litigation Files

Description: Information on legal proceedings of specific complaints of discrimination before a Human Rights Tribunal or a court of law, and legal opinions regarding specific complaints. ***Class of Individuals:*** General public; complainants, respondents, witnesses. ***Purpose:*** The material in this bank is retained to enable the Branch to carry out its mandate as legal advisor to the Commission and in proceedings before Tribunals and the courts. ***Retention and Disposal Standards:*** Information in this bank is retained for 10 years, then destroyed. Some of this information may be transferred to the National Archives of Canada for archival purposes. ***TBS Registration:*** 001505 ***Bank Number:*** HRC PPU 010

■ Corporate Services Branch

Professional and Personal Service Contracts
Description: This bank contains basic data such as social insurance number, educational qualifications, employment history, appointment and termination dates, amount of fees paid and other allowable expenses and payments. ***Class of Individuals:*** General public; contractees. ***Purpose:*** The purpose of this bank is to maintain a record concerning professional and personal service contracts by individuals who contract with the Commission. The information is used to assist in selecting qualified individuals to provide contractual services. ***Retention and Disposal Standards:*** The information in this bank is retained for six years and then destroyed. ***TBS Registration:*** 001507 ***Bank Number:*** HRC PPU 025

Classes of Personal Information

Complaints Procedures Branch Files
In the course of conducting the programs and activities of the Complaints Procedures Branch, categories of personal information may be accumulated which are not contained in the specific personal information banks described in this entry. Such personal information may include an individual's race, national or ethnic origin, colour, religion, age or marital status, views or opinions of another individual about the individual, etc., which are stored as part of the general subject files, where records are not normally retrieved by name of individual or other personal identifier.

This form of personal information is normally retrievable only if specifics are provided concerning personnel/employment policies and practices of, or special programs, plans or arrangements undertaken by federally regulated employers or service providers, or concerning Commission policies about the application of the Canadian Human Rights Act to employment policies, practices and special programs/arrangements. The retention period for these classes of personal information is controlled by the records schedules of the general subject files in which they are stored.

Policy and Communications Branch
In the course of conducting the programs and activities of the Policy and Communications Branch, categories of personal information may be accumulated which are not contained in the specific personal information banks described in this entry. Such personal information may include an individual's race, national or ethnic origin, colour, religion, age or marital status, views or opinions of another individual about the individual, etc., which are stored as part of the general subject files, where records are not normally retrieved by name of individual or other personal identifier.

This form of personal information is normally retrievable only if specifics are provided concerning research related to the duties and responsibilities of the Commission, including policy analysis and development, surveys to monitor current public opinion, socio-economic studies of human rights problems, preparation and analysis of statistics, bibliographies, and other data.

The retention period of these classes of personal information is controlled by the records schedules of the general subject files in which they are stored.

Enquiries Received Under the Canadian Human Rights Act, Part III
In the course of conducting the programs and activities of the Complaints Procedures Branch, categories of personal information may be accumulated which are stored as part of the general subject files where records are not normally retrieved by name of individual or other personal identifier. Such personal information is accumulated in the course of responding to complaints of discriminatory practices and policies on various grounds which may or may not be prohibited by the Act. This form of personal information is retrievable only if specifics are provided concerning the nature of the complaint, the date, and the office to which it was addressed. The files are retained for one year from date of correspondence and then destroyed.

Manuals

- CHRC Compliance Manual
- CHRC Interpretation Manual
- The Commission and Legislative Authority Manual
- Administrative Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Canadian Human Rights Commission and its different publications can be obtained by contacting:

Information and Production Services
Policy and Communications Branch
Canadian Human Rights Commission
13th Floor, Place de Ville
320 Queen Street
Ottawa, Ontario
K1A 1E1
(613) 995-1151

Reading Room

In accordance with the Access to Information Act, an area on the premises of the institution and its regional offices have been designated as public reading rooms. The addresses are:

13th Floor, Place de Ville, 320 Queen Street
Ottawa, Ontario

Atlantic Region
5670 Spring Garden Road, Room 300
Halifax, Nova Scotia

Quebec Region
1253 McGill College Avenue, Room 330
Montreal, Quebec

National Capital Region
270 Albert Street, Room 915
Ottawa, Ontario

Ontario Region
Arthur Meighen Building
55 St. Clair Avenue East, Room 623
Toronto, Ontario

Prairie Region
275 Portage Avenue, Room 718
Winnipeg, Manitoba

Alberta and Northwest Territories Region
Liberty Building
10506 Jasper Avenue, Room 401
Edmonton, Alberta

Western Region
609 West Hastings Street, Room 600
Vancouver, British Columbia

Canadian Institute for International Peace and Security

Chapter 21

General Information

Background

The Institute was established in 1984. Its purpose is to increase knowledge and understanding of the issues relating to international peace and security from a Canadian perspective, with particular emphasis on arms control, disarmament, defence and conflict resolution.

Responsibilities

The objective of the Institute is to foster, fund and conduct research on matters relating to international peace and security; to promote scholarship in matters relating to international peace and security; to study and propose ideas and policies for the enhancement of international peace and security; and to collect and disseminate information on, and encourage public discussion of, issues concerning international peace and security.

Legislation

- Canadian Institute for International Peace and Security Act (R.S.C., 1984, C-32)

Organization

■ Research Division

This Division directs and conducts research on matters pertaining to international peace and security. It also supports the production of background papers and newsletters and responds to enquiries from the public.

■ Public Programs Division

This Division concerns itself with informing the non-expert public on issues of peace and security by publishing a magazine and papers, and by organizing workshops, conferences and seminars.

■ Information Systems

The Institute has a collection of books, journals and other materials and data bases comprising an in-house resource centre available to the public.

■ Peace and Security Competitions Fund, Awards and Bursaries

This Division administers a programme of responsive grants, scholarships and bursaries. Separate funds are allocated to each. Responsive grants for research or public programmes activities are awarded biannually. Scholarships are offered once a year. Bursaries may be awarded at any time.

■ Administration Division

This Division provides financial, personnel, administrative and secretarial services for the efficient operation of the Institute.

Information Holdings

Personal Information Banks

Funding Proposals

This bank contains applications for grants from individuals or organizations. Files contain personal information, occupational and professional background, description of proposal, assessment of proposal, committee evaluation and board approval. The files also contain schedule of payment and financial reports. The information relates to individuals or groups who have an interest in peace and security. This information is compiled to evaluate the merits of proposals from individuals or organizations requesting funding, to monitor their progress and payment schedule, and to record the final report. ***Bank Number:*** CIP PPU 005

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Institute and its various programs and functions may be directed to:

Access to Information and Privacy Coordinator
Canadian Institute for International Peace and Security
360 Albert Street, 9th Floor
Ottawa, Ontario
K1R 7X7

(613) 990-1593

Reading Room

In accordance with the Access to Information Act, the Institute has designated the library as a public reading room. Its address is:

360 Albert Street, 9th Floor,
Ottawa, Ontario.

Canadian International Development Agency

Chapter 22

General Information

Background

The Canadian International Development Agency (CIDA) has as its objective the support of the efforts of developing countries in fostering their economic growth and the evolution of their social systems in a way that will produce a wide distribution of the benefits of development among the population of these countries.

Responsibilities

The Canadian International Development Agency (CIDA) is the principal federal entity responsible for implementing Canada's Official Development Assistance Program. CIDA's assistance to Third World countries is delivered through several channels. The overall system is designed to allow many Canadians – companies, universities, voluntary agencies, individuals and public institutions – to play their part in responding to a complex set of needs and development partners around the world: multilateral institutions, banks, research bodies, governments, co-operatives, schools and colleges.

Legislation

- Department of External Affairs Act
- Financial Administration Act
- International Development (Financial Institutions) Continuing Assistance Act

Organization

The Agency is headed by the President who reports directly to the Minister for External Relations and International Development and the Secretary of State for External Affairs.

■ Policy Branch

Policy Branch's mandate is to serve the President, Senior Vice-President and other CIDA branches in the following areas. Some of these areas involve shared responsibility with other branches: (1) Aid Policy Coordination: Facilitates the coordination of policies within the Agency. The Branch also serves as the focal point for international aid coordination efforts including CIDA relations with the OECD Development Assistance Committee (DAC), the IMF, and various key aid donors; (2) Aid Policy Analysis: Formulates and analyses policy options for senior management and the President's Committee. A key part of this work involves analysis of macroeconomic issues, including debt, stabilization and adjustment policy; (3) Input on Non-Aid Policies Affecting Development: Serves as the focal point for CIDA interdepartmental input on Canadian policies which affect later developing countries, such as trade policy and international financial issues; (4) Strategic Planning and Budget: Provides analyses and advice to senior management on ODA strategic planning, the ODA budget, and the shares of the various ODA programs; (5) Evaluation: Provides leadership on evaluation issues and work to ensure that lessons learnt in evaluations are brought to the attention of the relevant program units; (6) Policy Information: Collects, analyzes and manages corporate information relevant to CIDA's mandate. Information responsibilities include the Development Information Centre, the Corporate Memory and the Corporate Statistical Unit; (7) Environment Policy Analysis and Development: Facilitates the development of a new policy on environment for development and an implementation strategy. Coordinate CIDA input on international environmental policy matters.

Environment and Development Division: Responsible for formulating policy in the field of environment for development assistance, and for coordinating input to and representing the Agency at interdepartmental and international fora addressing environmental policy matters. This latter responsibility includes coordinating CIDA input to the 1992 United Nations Conference on Environmental and Development (UNCED).

The Branch is comprised of five Divisions and is headed by a Vice-President and Director General.

Strategic Planning and Research: Responsible for matters relating to the Official Development Assistance (ODA) budget eligibility, the Agency's corporate planning cycle and relations with the ODA crown Corporations (IDRC, PCIAC, ICOD, etc.). Conducts a program of research activities related to the international aid environment.

Policy, Coordination and Development: Responsible for coordinating Agency policies in such areas as human rights, sustainable development, trade with developing countries (DCs) and strategy priorities. A major function is to serve as a secretariat for the Policy Coordination Committee. The division is also responsible for coordination with other bilateral donors, and for relations with the Development Assistance Committee of the OECD.

Corporate Information: Collects and analyses statistical information on Canadian ODA and prepares a variety of reports including the CIDA Annual Report; manages the Development Information Centre and Corporate memory.

Program Evaluation Division: Implements the Agency's annual evaluation plan; provides support to the program branches in evaluation and Audit matters.

International Economic Analysis Unit: Advises on issues pertaining to economic policy in developing countries, including structural adjustment, debt and poverty reduction. It coordinates CIDA views on structural adjustment and other policy issues for input into discussions at the IMF Executive Board.

Canadian Partnership Branch

The Branch: coordinates and develops the Agency relations with the Canadian business community, by encouraging business to increase investment in developing countries and develop their technological capacities; and administers programs designed to respond to requests from non-profit organizations and institutions for support of their development activities.

Business Co-operation: The mandate of the business component of the Branch is to: support and promote the role of the private sector in development (monitor and assess aid-and-trade issues), advance the industrialization of Third World countries by developing policy principles and programs that foster the establishment of long term business linkage between the private sector of Canada and the developing countries through such initiatives as investment, technology transfer and involvement in infrastructure projects, coordinate and increase the Agency's relations with the Canadian private sector.

Industrial Co-operation Division: The objective of INC is to support and focus efforts toward the industrialization of developing countries through programs that encourage the participation of the Canadian private sector in the industrial development of the Third World. Its programs promote, in particular, the establishment of long-term business relationships between the Canadian private sector and that of developing countries.

Special Programs: The non-profit component of the Branch supports collaborative relations between a wide range of non-profit organizations and institutions in Canada and the developing countries. Its primary objective is to stimulate and support the participation of Canadian voluntary organizations and non-profit institutions in international cooperation and development education.

Non-governmental Organizations Division: Makes matching contributions for international development projects/programs of Canadian non-governmental organizations (NGOs), religious groups, development agencies, service clubs, women's organizations and youth associations. In addition, it contributes to Food Aid projects of organizations involved in that type of work. It also supports overseas development projects being carried out by provincial governments.

Institutional Co-operation and Development Services Division: The programs of the ICDS Division support Canadian volunteer sending organizations, cooperatives, unions, professional associations, educational institutions and youth organizations in their development activities.

ICDS Operates the following specialized programs:

Development Services Program (DSP) – supports non-profit agencies who send technically qualified Canadians, as cooperants, to developing countries;

Educational Institutions Program (EIP) – supports the international cooperation programs of community colleges, universities and other post-secondary educational institutions engaged in joint ventures with similar institutions in developing countries. EIP supports Centres of Excellence selected from Canadian institutions of higher learning through a competitive process, aimed at enhancing a theme focused on development. EIP also supports a University Initiated Scholarship Program which grants scholarships to students selected by Canadian universities;

Co-operatives, Unions and Professional Associations – this Program supports groups who work with co-operatives, savings and credit unions, labour organizations and a range of professional associations in developing countries; and

Youth Program – directed at young people up to 25 years of age, this Program supports initiatives of Canadian non-governmental organizations, private sector firms, educational institutions and youth organizations.

International NGO Programs Division: The International Non-Governmental Organizations Program is an initiative to promote networking among international non-governmental organizations involved in development, by facilitating exchanges of experiences and communications among regional and international organizations worldwide. Organizations rather than projects are supported.

The INGO Program places emphasis on: a global and cross-sectoral approach, which transcends geographical or sectoral limitations; institution-building, to enable popular organizations to participate in, contribute to and benefit from larger networks; and flexibility, by supporting new organizations and initiatives.

Public Participation Program: Supports the activities of non-governmental organizations and institutions working to make the Canadian public aware of the issues and problems of developing countries with a view to promoting participation in international development activities.

Management for Change Program: Stimulates and supports innovative ways to help senior executives in developing countries to manage the process of social and economic change. It does so by bringing together key executives from Canada and counterparts in the public, private and non-profit sectors from developing countries to explore new approaches to management problems. Acting as a catalyst for short-term initiatives, the program concentrates on practical problem-solving, and gives preference to regional rather than national activities. It also seeks to improve the management capacity of key development groups, such as women and NGO managers, who often do not benefit from established programs.

Policy, Systems and Liaison Division: The Policy, Systems and Liaison Division (PSLD) develops and evaluates the policies, programs and systems that enable the Business and Special Programs Branch (BSPB) to fulfil its mandate. The Division is also responsible for providing the Branch with technical support. The PSLD offers the Branch courses in data processing, develops new applications to support program administration and provides day-today electronic communication with CIDA's regional offices.

The PSLD is generally the first contact that business people establish with CIDA. The Division must inform them of CIDA's priorities and programs for the business community. The Division also handles the registration of consulting firms, consultants and cooperants so that they are eligible to obtain contracts from CIDA.

The Division also liaises with provincial governments and the regional offices of the Department of Industry, Science and Technology.

CIDA's regional offices located in certain international trade centres – Montreal, Vancouver, Calgary, Winnipeg and Moncton – provide the business community with information about CIDA programs, especially the provision of goods and services to developing countries, the registration of consultants at CIDA and the Industrial Cooperation Program.

As part of its functions, the PSLD represents CIDA at events such as exhibitions and trade fairs for Canadian businesses. In consultation with the Communications Branch, the Division develops a comprehensive CIDA communication program aimed at Canada's private sector.

■ Multilateral Programs Branch

CIDA funds for multilateral programs are channelled through United Nations agencies and other international development organizations. In addition, CIDA and the Department of Finance provide funds to international financial institutions such as the regional development banks and the World Bank. Most of these organizations operate a variety of programs, so that CIDA contributes to some 65 programs in all. While the organizations are responsible for the administration of projects, Canada participates in their governing bodies to ensure that the organizations are operating within appropriate policy and operational guidelines, and that they meet Canada's interests and those of the international community as a whole. The Multilateral Branch is composed of the following four divisions.

Multilateral Technical Co-operation Division: Funds some 35 international programs engaged in a wide variety of development-related areas, particularly technical co-operation in key areas such as human resource development, agricultural research, health, population and women in development. In addition to the development programs in the United Nations (e.g. UNDP, UNICEF, UNFPA, WHO), programs related to the Commonwealth, the various institutions of la Francophonie and the Consultative Group for International Agricultural Research are also administered by the Division.

Food Aid Centre: Responsible for the CIDA food aid program. It prepares and processes submissions seeking project approval from the food aid budget; coordinates the planning of food aid activities in consultation with other operating branches; initiates discussions on and participates in the process of food aid budget reallocations when necessary during the course of the fiscal year, in consultation with other operating branches. The Centre serves as a coordinating centre within the Agency in policy and program discussions concerning food aid with Treasury Board, the Department of External Affairs, the Department of Agriculture, the Department of Finance, the World Food Program, the Canadian Wheat Board, the Canadian Dairy Commission, and food producers and processors. The Centre also acts as team leader on the Food Aid Program Team.

Financial Institutions Division: Develops and maintains the international financial institutions as mechanisms for development financing. It provides guarantees (i.e., callable capital) to facilitate the recycling of private capital resources for development financing, and in so doing multiplies the availability of such financing. The funds are provided to regional development banks. The Division also participates with other departments in the management of Canadian assistance provided through the Department of Finance to the World Bank Group. It ensures that the international financial institutions (IFIs) are managed in a manner to maintain their credit worthiness in the international capital markets. The Division fosters policies within the IFIs that are consistent with the developmental and humanitarian principles of Canadian foreign policy.

The International Humanitarian Assistance Program: Provides financial support for efforts to alleviate human suffering caused by natural and man-made disasters abroad. This assistance is normally channelled through international institutions and Canadian and international non-governmental organizations involved in such work. Grants are given primarily in support of the regular programmes of three major institutions: the United Nations High Commissioner for Refugees (UNHCR), the United Nations Relief and Works Agency for Palestinian Refugees (UNRWA), and the International Committee of the Red Cross (ICRC). Grants are also given in support of special country appeals or for projects launched by these and other humanitarian institutions. To ensure the flexibility needed by an emergency response mechanism, a policy of providing largely untied IHA programme grants is maintained.

■ Asia Branch

The principal objective of Asia Branch is to plan, develop and implement Canada's aid program (currently directed to some nine countries of concentration and 14 other countries within Asia); and to integrate Canadian development activities to these countries.

Under the direction of the Vice-President, Asia Branch is composed of nine program units; Asean/Thailand; Philippines; India/Nepal; Pakistan; Indonesia; Peoples' Republic of China; Bangladesh; and Sri Lanka. Each unit is responsible for the management of aid programs to recipient countries, as well as the relationship of these programs to Canadian interests.

The program is composed of projects throughout Asia under implementation by contractors, consultants, non-governmental organizations and individual co-operants. There are approximately 300 ongoing projects, primarily concentrated in the agriculture, rural development, energy, institution building, human resource development and social development sectors, at various stages of development.

■ Americas Branch

The administrative grouping of the Latin American and Commonwealth Caribbean makes it possible to take the whole continent into account when formulating a development strategy for the region's developing countries. They face five major problems: poor distribution of income; low agricultural productivity; rapid urbanization; acute unemployment and increasing debt aggravated by negative terms of exchange. Despite their merger, the two programs are distinct in structure and evolution.

Latin American and Central American Region Program: Focuses mainly on poverty alleviation, human resource development, women's participation in development, structural adjustment and balance of payment support, environment protection. The main sectors of involvement are agriculture and food, forestry, transport, energy, health and drinking water, and telecommunications. Activities in the area of social development for the poorest people are mainly implemented by Non-Governmental Organizations (NGOs) and Non-Governmental Institutions (NGIs) and through counterpart funds developed with lines of credit. CIDA also supports numerous small development projects through the Canada Fund for Local Initiatives in almost all countries of the Region. In addition to bilateral programs, CIDA finances many projects implemented by NGOs, NGIs and private enterprises in the areas of social development, institutional support and industrial co-operation.

Commonwealth Caribbean Region Program: Provides Canadian bilateral assistance to the Caribbean to encourage economic growth and stability. Food production, energy generation, and responses to the increasing balance of payments and human resource constraints are of critical concern. The bilateral program has thus focused on the agriculture (including forestry and fisheries), public services, transportation, education, and energy sectors. In 1978, under the auspices of the World Bank, a mechanism was set up known as the Caribbean Group for Co-operation in Economic Development (CGCED). It comprises recipients, donors and multilateral institutions and serves as a consultative group on long-term economic development in the region. CIDA provides support to local initiatives through the Canada Fund for Local Initiatives, NGOs and institutional co-operation in Commonwealth Caribbean countries. Under the Joint Trade and Economic Agreement, CIDA also has a program of industrial co-operation to promote private sector development in the region.

■ Africa and Middle East

In 1991 CIDA undertook an administrative reorganization of Francophone and Anglophone Africa Branches. Since September 1, 1991, these two branches have been merged into one administrative branch under the name "Africa and Middle East". This new branch is headed by a Vice-president and eight program directors: Policy and programming, Central Africa, East and South Africa, Great Lakes, North Africa and Middle East, West Africa, Anglophone Africa (Tanzania, Southern Africa and Horn of Africa), Francophone Africa (Regional Senegal\Guinea and Sahel\Ivory Coast).

The Africa and Middle East Branch covers 61 countries and four regional programs. The current development goals are the alleviation of poverty, structural adjustment, women's increased participation in development, environment, food security and energy availability. The strategic development activities focus on supporting socio-economic development of beneficiary countries, participating in the structural adjustment programs undertaken by these countries, supporting local populations and regional institutions initiatives by means of "Micro-realizations" and soil planning, and participating in the planning of the "Fight Against Drought and Desertification Strategy."

■ Operations Services Branch

The Branch provides services to the Agency in general and the three Geographic Branches in particular in the areas of program coordination, systems, development of operational policies and procedures, contracting and procurement.

The Branch is also responsible for the corporate planning and management systems common to the three geographic programmes, i.e. bilateral programmes. This function includes management of the bilateral planning and financial cycle, responsibility for developing guidelines related directly to management of the bilateral programme, and a catalytic role in stimulating innovations and improvements in programme and project planning and management.

The Branch currently consists of three separate divisions: Contract Division, Procurement Division, and the Area Coordination Group who coordinate the Decentralization Program.

■ Professional Services Branch

The Branch provides professional and technical services to the Multilateral Programs and Special Programs Branches, and particularly to the Area Branches, in the planning and implementation of CIDA aid programs and projects through an analysis of the Canadian industrial and professional resource base. It also develops and updates, in co-operation with the Policy Branch, the sectoral policies for the orientation of these programs and projects. It monitors projects to ensure that the technical quality of work being performed by Canadian consultants, contractors and technical assistants meets a high standard of proficiency and that these services are dispensed economically and finally it manages on behalf of CIDA, the Scholarships Program.

Infrastructure Division: Provides advice and related technical services in policy formulation and in the identification, planning, implementation and operation of projects in transportation and facilities, energy and mining, water supply and sanitation, telecommunications and electronics including associated studies on viability and operational feasibility training and institutional development.

Natural Resources Division: Provides advice and related technical services in the identification, planning and implementation of programs and projects in agriculture, forestry and conservation, enterprise and fisheries.

Environment Division: Provides the professional and technical input required in the planning and implementation of the policies, strategies, programs and projects of the various Agency Branches. In addition, the Division formulates operational guidelines and strategies.

Social and Human Resource Development Division: Provides advice and related technical services in the development of policy and in the identification, planning and implementation of projects in education, training, development communication, health and population, human settlements, informatics, institutional development, social sciences and integration of women in development. It also provides services to the Agency for cross-cultural orientation of co-operants and trainees, the management of certain aspects of co-operant programs, the implementation of several student and trainee programs, the provision of audio-visual services, collection of technical co-operation data, and coordination of Agency policy on women in development.

Strategic Planning and Program Coordination: Ensures the programming of Branch activities and defines the systems and procedures supporting their implementation. It is responsible for: the coordination of the development of sectoral policies and input from the Professional Services Branch (PSB) to CIDA programs and projects; the coordination of PSB input into Country Program Review preparation; the coordination of PSB input into decentralization; and the communication of PSB policy and program activity.

Management Services and Consultant Selection Division: Carries out the selection of consultants, individuals, firms, institutions, contractors and trading houses required in the planning and implementation of CIDA aid or in-house projects, and maintains an appropriate data bank. The assignment of specialists to project teams and the development and maintenance of the resource allocation system are coordinated through this division. It also develops computerized management information and sectoral systems, and provides financial and administrative support for the Branch's activities.

■ Finance and Corporate Information Branch

The provision of financial management and control, related systems and services, as well as informatics and telecommunications support to ensure the Agency's responsibilities for financial administration are discharged as specified by Parliament and the Central Agencies. This includes the provision of guidance and support to management through the analysis of issues and the proposal of policy, as well as system or process innovations to improve the Agency's ability to respond to a larger ODA budget and increasingly sophisticated aid programs and delivery mechanisms.

■ Personnel and Administration Branch

The mandate of the Personnel and Administration Branch is to support development assistance by providing senior management at CIDA with advice about the sound management of human resources, and with service and support in the administration of personnel and physical property.

■ Communications Branch

The Branch has two principle activities: corporate communications support for the Agency and its activities; and development information to raise awareness of development and global issues.

In terms of corporate communications, the Branch advises the Agency and the Minister on communications and public relations matters, develops and implements communications strategies, monitors and assesses public opinion through media analysis and public opinion polling; and produces and delivers information products and services.

In terms of development information, the Branch produces material developed specifically for youth. Products include an extensive series of publications, audio-visual co-productions, and exhibits and displays. Supporting these products are a range of materials designed for educators.

Information Holdings

Program Records

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■ Canadian Partnership Branch

Canadian Sector

Description: Information on Canadian private sector organizations, with the Industrial Co-operation Program. ***Program Record Number:*** IDA AVP 110

Developing Countries

Description: Information on countries served by the Industrial Co-operation Program. ***Program Record Number:*** IDA AVP 105

International Organizations

Description: Information on international financing institutions, aid agencies and regional institutions. ***Program Record Number:*** IDA AVP 115

Projects

Description: Information on specific projects as proposed and undertaken by applicant companies. ***Program Record Number:*** IDA AVP 100

■ Multilateral Programs Branch

African Development Bank and Fund

Description: Information on the African Development Bank (AfDB) and its concessional arm, the African Development Fund (AfD), which are the major regional financial aid institutions in Africa. The Bank/Fund Group represents an important source of development finance, especially for the poorest developing member countries, and acts as a unique mechanism for policy dialogue, technical support and institutional development, and has a special capacity for playing an important role in the coordination and coherence of development efforts in the continent. *Topics:* Administration; budget; Board of Directors; Canadian line of credit; Canadian technical assistance; recruitment of Canadian personnel; evaluation; financial statements; payments and encashments; loans; operations; pipelines; general policies; financial policies; procurement; establishment and organization; Canadian accession; Board of Governors; constituency; replenishment of resources and other related topics. ***Program Record Number:*** IDA MVP 195

Asian Development Bank and Fund

Description: Information on the Asian Development Bank (ASDB), which together with its concessional Asian Development Fund (ASDF), is the major regional financial institution serving the countries of Asia and the South Pacific, in particular the poorest countries of the region where a large part of the world's population lives. *Topics:* Administration; finance; ordinary capital operations; concessional funds operations; technical assistance. ***Program Record Number:*** IDA MVP 210

Canadian and International NGOs and United Nations Institutions Specialized in Humanitarian Assistance

Description: Information on operations and Canada's funding of organizations and institutions responsible for providing assistance to victims of natural and man-made disasters, including refugees. *Topics:* United Nations High Commissioner for Refugees; UN Relief and Works Agency for Palestinians in the Near East; Office of the United Nations Disaster Relief Coordinator; International Committee of the Red Cross; League of Red Cross and Red Crescent Societies; NGOs and umbrella organizations. ***Program Record Number:*** IDA MVP 217

Canadian Food Aid Policy and Programs

Description: Information on the policy of CIDA and other government policies related to the Canadian food aid policy. *Topics:* Budget; distribution channels; procurement; Multi-Year Operational Plan (MYOP); main estimates; food aid agency policy. ***Program Record Number:*** IDA MVP 180

Caribbean Development Bank

Description: Information on the Caribbean Development Bank (CDB), which is a major financial development institution serving the Commonwealth Caribbean. *Topics:* Administration; finance, ordinary capital operations; Special Fund operations; Caribbean region in general; Caribbean Division. ***Program Record Number:*** IDA MVP 205

Committees

Description: Information on Canadian participation in international committees for the pursuit of Canadian foreign policy. *Topics:* Federal interdepartmental committees; federal-provincial committees; international committees; UN committees. ***Program Record Number:*** IDA MVP 140

Common Fund for Commodities

Description: Information on the Common Fund for Commodities, a new international financial institution established in June, 1989, and based in Amsterdam, Netherlands. The Common Fund will be able to provide two types of operations: financing at commercial rates through the First Account for buffer stock operations of International Commodity Organizations (ICOs) to stabilize commodity prices; and financing at concessional rates of complementary commodity development measures (research and development, productivity improvements, etc.) through the Second Account. *Topics:* Information on constitution and organization. ***Program Record Number:*** IDA MVP 212

Commonwealth Countries

Description: Information on Canada's funding and administration of Commonwealth programs as well as participation in meetings of heads of government, Commonwealth finance ministers, the board of representatives of the Commonwealth Fund for Technical Co-operation and the board of directors for the Commonwealth of Learning. *Topics:* Commonwealth countries; Organization of Commonwealth countries –colleges, schools, universities and churches. ***Program Record Number:*** IDA MVP 145

Conferences

Description: Information on annual and special-purpose international meetings in which Canada was a participant. ***Program Record Number:*** IDA MVP 125

Consultative Group on International Agricultural Research (CGIAR)

Description: Information on meetings concerning policy and overall financial support for the international agricultural research centres supported by the CGIAR. *Topics:* Annual International Centres Week, technical meetings and reports; economic and social development; farm cropping systems; agricultural research. ***Program Record Number:*** IDA MVP 155

Countries Receiving Food Aid

Description: Information on countries receiving Canadian bilateral food aid. *Topics:* Bangladesh; Egypt; Ethiopia; Ghana; Haiti; India; Jamaica; Mali; Mozambique;

Nicaragua; Pakistan; Rwanda; Senegal; Peru; Morocco; Sudan; Angola; Tunisia; Ecuador; Zaire. A complete list is available on request. ***Program Record Number:*** IDA MVP 165

Disaster Preparedness and Prevention

Description: Information on projects funded by Canada and aimed at providing support to disaster prone countries so as to help them to better prepare for disasters. ***Topics:*** Pan Caribbean Disaster Preparedness and Prevention Project; Health Sector preparedness project for Central American and Latin American countries; WHO preparedness project; League of the Red Cross Preparedness Projects. ***Program Record Number:*** IDA MVP 219

Disaster Relief

Description: Information on the type of response provided by Canada in cases of natural and man-made disasters. ***Topics:*** Countries affected; population affected; type of disaster; projects funded; costs. ***Program Record Number:*** IDA MVP 218

Family Planning and Population Control

Description: Information on Canada's policy on general population matters. ***Topics:*** Human resources, research and development; family planning and population control. ***Program Record Number:*** IDA MVP 150

Food Aid Commodities Basket

Description: Information on food aid commodities supplied by Canada in Canadian Food Aid Program. ***Topics:*** Commodities: fish; skim milk powder; vegetable oil; wheat; wheat flour; beans; peas; lentils; corn. ***Program Record Number:*** IDA MVP 170

Inter-American Development Bank

Description: Information on the Inter-American Development Bank (IDB), and its concessional arm, the Fund for Special Operations (FSO). The IDB is the major regional financial aid institution in Latin America and Caribbean region. The Bank represents an important source of development finance for its member countries, including its poorer members, and acts as a unique mechanism for policy dialogue, technical support and institutional development, and has a special capacity for playing a coordinating role in the overall development effort on the region. ***Topics:*** Administration; finance, operations of seventh General Resource Increase (1990-1993); Fund for Special Operations; regional institutions; other funds. ***Program Record Number:*** IDA MVP 200

International Fund for Agricultural Development (IFAD)

Description: IFAD was established in 1977 to fund programs and projects to increase food production, reduce undernourishment and alleviate rural poverty in developing countries. ***Topics:*** IFAD constitution and organization; analysis of needs of developing countries; operations; finance; geographic and social programs; reporting documentation; annual meeting. ***Program Record Number:*** IDA MVP 216

International Wheat Council (IWC)

Description: Information on Canadian participation in IWC. ***Topics:*** Food Aid Convention. ***Program Record Number:*** IDA MVP 190

Other International Food and Agricultural Organizations

Description: Information on international organizations with an interest in food aid. ***Topics:*** World Food Program (WFP) Food and Agriculture Organization (FAO); World Food Council (WFC); International Food Policy Research Institute (IFPRI); Organization for Economic Co-operation and Development (OECD). ***Program Record Number:*** IDA MVP 175

Private Investments and Incentives

Description: Information on Canada's participation in international meetings aimed at developing incentives for industry and labour to invest in underdeveloped countries. ***Topics:*** Canadian and international companies and corporations. ***Program Record Number:*** IDA MVP 130

Producer Groups – Food and Commodities

Description: Information on producer groups supplying commodities to Canada's Food Aid Program. ***Topics:*** Canadian Dairy Commission; Canadian National Millers' Association; Canadian Wheat Board; Canola Crushers of Western Canada; Association of Bean Growers; Canadian Association of Fish Exporters; Ontario Wheat Producers. ***Program Record Number:*** IDA MVP 160

United Nations and International Agencies

Description: Information on Canada's funding and administration of the development programs of the United Nations, of the Commonwealth, of la Francophonie and of international agricultural research centres, as well as funding of the UN Education and Training Program for Southern Africans and the UN Fund for Namibia. ***Program Record Number:*** IDA MVP 120

World Bank Group

Description: Information on the World Bank, which is seen by many as one of the leading international development institutions, given the size and scope of its programs. The Bank acts as a forum for the discussion of key development policy issues and implements innovative assistance projects and programs in sectors such as rural development and agriculture, and water supply and sanitation. ***Topics:*** Information on the constitution and organization of the International Bank for Reconstruction and Development (IBRD); analysis of the needs of less-developed countries; operations, finances; IBRD-IDA (International Development Association) geographic programs; sectors; reporting documentation; annual meetings; IDA; International Finance Corporation (IFC); Multilateral Investment Guarantee Agency (MIGA). ***Program Record Number:*** IDA MVP 215

World Food Program (WFP)

Description: Information on the policies and programs of the WFP and Canada's participation. ***Topics:*** Documents related to sessions of the WFP governing body and

Canadian pledges to the WFP. *Program Record Number:* IDA MVP 185

▪ Special Programs Branch

Contacts

Description: Information and correspondence on contacts with Third World countries. *Program Record Number:* IDA SVP 240

Developing Countries

Description: Information on countries served by the Industrial Co-operation Program. *Program Record Number:* IDA SVP 260

Institutional Co-operation and Development Services

Description: Information on organizations seeking financial support from the Division. *Topics:* Associations, clubs, institutes, societies, colleges, universities, co-operatives, labour organizations, training hospitals – organization structure, mandate, financial situation; contacts and correspondence with Third World countries; subsidized projects – organization, type of assistance, grant amount. *Program Record Number:* IDA SVP 250

International Non-governmental Organizations (INGOs)

Description: Information and correspondence on INGOs, projects, CIDA grants, and political conditions within Third World countries or regions where the projects are located. *Program Record Number:* IDA SVP 245

International Organizations

Description: Information on international financing institutions, aid agencies and regional institutions. *Bank Number:* IDA SVP 265

Management for Change (MFC)

Description: Information on all projects for which a CIDA contribution has been approved. *Topics:* Non-governmental organizations, description of project, budget and requested CIDA contribution; organizational files on organizations; MFC Operation Manual. *Program Record Number:* IDA SVP 235

Non-governmental Organizations (NGOs)

Description: Information on non-governmental organizations dealing with CIDA's NGO Division and seeking CIDA financial assistance for their development programs and projects in Third World countries. *Topics:* Organizational structure and mandate; financial situations; board members; constituency. *Program Record Number:* IDA SVP 220

Overseas Development Projects

Description: Information on all overseas projects for which a CIDA contribution has been approved. *Topics:* Name of NGO; description of projects; budget and requested CIDA contribution. *Program Record Number:* IDA SVP 225

Projects

Description: Information on specific projects as proposed and undertaken by applicant companies. *Access:* Files arranged by country, year and project. *Program Record Number:* IDA SVP 255

Public Participation Program Projects

Description: Information on all public education projects in Canada for which a CIDA contribution has been approved. *Topics:* Non-governmental organizations; description of project; budget and requested CIDA contribution. *Program Record Number:* IDA SVP 230

▪ Asia Branch

Association of South East Asian Nations

Description: The program is concentrated on human resource development and institutional support. This covers projects in fisheries and forestry with increasing focus on short-term training and scholarships, particularly in areas of technology and public sector management. *Program Record Number:* IDA BSD 310

Bangladesh

Description: CIDA's program in Bangladesh includes food aid, commodities (industrial raw materials and potash) and a variety of projects concentrated in the agriculture, rural development, rail transportation, energy and population sectors. Specific project activities include assistance to women's groups for population planning and income generation; financial and technical support for landless co-operatives; construction of small-scale irrigation structures; ongoing assistance to Bangladesh Railways; and support for the development of natural gas reserves. *Program Record Number:* IDA BSD 270

China

Description: CIDA's program in China is concentrated mainly on technology transfer through human resource development. Bilateral projects concentrate on the following sectors: human resource development and educational institutions, agriculture, forestry, hydro power, petroleum development, and transportation and telecommunications. *Program Record Number:* IDA BSD 335

India

Description: CIDA's assistance to India emphasizes energy, agriculture and human resources development. Current major projects include assistance to major hydro power projects: India's National Hydroelectric Power Corporation (to undertake the installation of the 540Mw Chamera hydroelectric dam and power transmission system) and a power transmission enhancement system for the Kerala State Electricity Board. In addition, a line of credit is in place for requirements in the energy sector. Food aid, in the form of Canola oil, is being provided to support the development of oilseed processing co-operatives in India; potash is being provided to generate counterpart funds for a major agricultural extension project; a sub surface irrigation project is underway in Rajasthan; a series of linkage programs provide institutional building and human resource development. *Program Record Number:* IDA BSD 275

Indochina/Malaysia

Description: In the short term, Canadian assistance to Indochina (Laos, Cambodia, Vietnam) will be limited to small humanitarian and community-based projects funded mainly through Canada Funds and with NGOs. Over the longer term, Canadian development assistance to Indochina will be expanded at a pace dictated by the peace process, the level of stability in the region and budgetary situation of CIDA. Canadian aid to Malaysia focuses on developing industrial and business linkages between the private sectors of the two countries. ***Program Record Number:*** IDA BSD 320

Indonesia

Description: Canada's assistance program to Indonesia (i) strengthens Indonesia's planning and institutional base for sustainable management, human resource development and regional development; (ii) facilitates the creation and implementation of networks and partnerships between Indonesian and Canadian organizations; (iii) contributes to the implementation of Indonesia's policies on women's participation in development, and the environment; and (iv) supports Indonesia's macro-economic adjustment process with program assistance. The program comprises the full range of bilateral, Special Program Branch projects and commodity assistance. Projects include initiatives in higher education, environmental management development, water resources, regional development and training, technical assistance related to both program goals and sectors of activity. ***Program Record Number:*** IDA BSD 330

Myanmar

Description: CIDA's program in Myanmar consists of Phase II of the vector borne disease control project being implemented by the World Youth Organization. ***Program Record Number:*** IDA BSD 325

Nepal

Description: The focus of Canadian programs in Nepal is on human resource development and institution-building in poverty alleviation, energy planning and domestic civil aviation. Current projects include integrated rural and health development and potash and vitavax being provided to generate counterpart funds for agricultural extension activities in Mid-West Nepal, institution-building for national water and energy resources planning, and maintenance and operational support for Nepal's domestic civil aviation sector. ***Bank Number:*** IDA BSD 280

Pakistan

Description: CIDA's priority sectors in Pakistan are: Energy (power generation and transmission, and the development of national oil and gas production capacity), Social Development (primarily through community development and health services) and Agriculture. In energy the emphasis is gradually shifting from infrastructural support towards institution-strengthening, including training. In the social sector, activities focus on sustainable socio-economic development through community development, and on basic health care through initiatives supporting immunization and the training of traditional midwives and nurses. In agriculture the priority activities have been the reclamation of land damaged by waterlogging and salinity, and research into increasing agricultural production in poorer unirrigated areas. There is a Canada Fund administered by the Canadian High Commission. ***Program Record Number:*** IDA BSD 290

Philippines

Description: The program concentrates on structural adjustment and poverty alleviation. Projects fall into three distinct areas of priority: support to the Philippine macro-economic adjustment process in the form of commodity assistance and selective import support in telecommunications; strengthening of the capacity of national, regional and local government authorities to develop and implement policies and programs in support of Philippine government decentralization; and strengthening of public and private organizations which are critical to enabling the poor to gain access to assets and services. Throughout, special consideration is given to the role played by women in development, to the environment, to the private sector, and to NGOs. ***Program Record Number:*** IDA BSD 305

Regional Institutions

Description: CIDA's Asia Regional Institutions Program supports both inter-governmental and non-governmental institutions with particular emphasis on regional education and management of public policy issues. ***Program Record Number:*** IDA BSD 321

South Pacific

Description: A $10 million initiative was approved in 1987/1988 which will channel assistance to six regional organizations in the area of ocean resource management. ***Program Record Number:*** IDA BSD 315

Sri Lanka

Description: The Sri Lanka Program focuses on support to the rural poor population, and includes projects in agricultural development. Assistance for research in the use of fertilizer, honey and soya production, rural credit, human resources development, and urban and rural health. The Program also includes support to income-generation activities and basic social services provided by NGOs as well as assistance to Sri Lanka's reconstruction and rehabilitation program. ***Program Record Number:*** IDA BSD 285

Thailand

Description: Canadian Development Assistance has two strategic goals: to assist in Thailand's transition from an agricultural to an industrialized society; and to build a base for a long-term economic relationship between Canada and Thailand. Strategic principles are institution-building and human resource development. The program will increasingly involve institutional (private sector) linkages to foster long-term relationships and to strengthen Thailand's capability in managing its development process. Development priorities will be economic management, natural resources/environment, energy, and women in development. With the acceleration of Thailand's economic restructuring, the program's focus is changing from community development to a transfer of technology, knowledge and financial assistance/resources, that more actively support Thailand's industrial development, including the rural areas. ***Program Record Number:*** IDA BSD 300

■ Americas Branch

Argentina

Description: The objective of Canadian assistance is to promote the economic and institutional development of Argentina, within the context of Canadian global interests in that country. CIDA's program has concentrated its efforts in agriculture, human resource development and distance education. The program also promotes exchanges of professionals between Argentina and Canada. ***Program Record Number:*** IDA BMD 400

Barbados

Description: There is now only one bilateral project in Barbados which is almost complete, the Land Mapping and Registry Project. Barbados also benefits from certain CIDA regional projects such as Maritime Training Assistance and the Caribbean Airports Project. In addition, CIDA's Industrial Cooperation Program and IDRC provide a modest level of support. CIDA is in active consultation with the Government of Barbados to determine future bilateral assistance. ***Program Record Number:*** IDA BMD 425

Belize

Description: Canada's development assistance program includes the provision of a water and sewage system for Belize City and preparation for a Human Resources Development Project. In addition, CIDA's Special Programs Branch has been relatively active in Belize with projects for fisheries co-operative training and rural water development of particular note. ***Program Record Number:*** IDA BMD 410

Bolivia

Description: Canada's development assistance program to Bolivia has become more active. New projects such as food aid and lines of credit provide balance of payments support and generate counterpart funds for the Bolivian government's Emergency Social Fund (EFS), which has become the country's primary vehicle for addressing the high social costs of austerity measures imposed by economic structural adjustment programs. CIDA is also supporting country focus projects with Canadian NGOs that support improved social programs and complement the substantial Canadian NGO activity in Bolivia. Two new health/water sanitation sector projects with UNICEF and CARE CANADA have just been approved to improve the quality of primary health care. ***Program Record Number:*** IDA BMD 350

Brazil

Description: The objective of Canadian assistance is to promote the economic and institutional development of Brazil, within the context of Canadian global interests in that country. CIDA's program is concentrating its efforts in agriculture, telecommunications, the social sector, human resource development, public administration and environment. ***Program Record Number:*** IDA BMD 395

Caribbean Region

Description: Canada's bilateral assistance to the Caribbean Region involves projects with regional institutions such as CARICOM and the University of the West Indies as well as projects of a regional nature including core and non-core countries. The largest project currently being implemented, worth $87 million, is to upgrade the safety and operations of 22 Caribbean airports in 13 countries. ***Program Record Number:*** IDA BMD 440

Colombia

Description: CIDA provides assistance through the use of lines of credit and social programming. Areas of concentration are forestry, hydro-electric generation and distribution, human resource development, health, housing, micro-enterprise development, and education. Major projects involve a general financing project that has been used to provide Canadian equipment for hydro generation and distribution and projects directed to human resources development, forestry development and watershed management project, seismic and volcanic monitoring project, a community development, and housing. ***Program Record Number:*** IDA BMD 340

Costa Rica

Description: The principal objective of CIDA's bilateral program is to support Costa Rica's structural adjustment efforts through improving socio-economic conditions of the poor (with emphasis on rural areas), supporting efforts in the housing and human settlements sector, and stimulating small business development. Ongoing projects include a line of credit, a counterpart fund for development, a technical assistance project aimed at improving the institutional capabilities of the Ministry of Housing and Human Settlements, and a scholarship program for post-secondary agricultural training in Canada. ***Program Record Number:*** IDA BMD 360

Eastern Caribbean (Leeward and Windward Islands)

Description: The following Eastern Caribbean islands comprise this program unit: Anguilla, Antigua, Barbuda, Dominica, Grenada, Montserrat, St. Kitts and Nevis, St. Lucia and St. Vincent, and the Grenadenes. CIDA's program focuses on economic infrastructure such as airports, ports, and roads; tourism development; agriculture, forestry, fisheries, water supply and watershed management; industrial development and human resource development. Major projects now in the implementation stage include Canada Training Awards (all islands), coconut expansion and water sector development (Dominica), forest management and conservation (St. Lucia and St. Vincent), cocoa rehabilitation (Grenada), water system expansion (St. Kitts and Nevis) and Nelson's Dockyard National Park tourism development (Antigua). ***Program Record Number:*** IDA BMD 435

Ecuador

Description: Until recently, CIDA's bilateral assistance to Ecuador was very limited, consisting primarily of the Canada Fund for Local Initiatives program. In 1987/88, however, the Human Resource Development project, which will provide $3.8 million to fund scholarships and/or training in Canada over a five-year period, was approved. The bilateral program for Ecuador is being expanded significantly to help Ecuador to alleviate poverty and to achieve the structural adjustment goals of economic stabilization and recovery. ***Program Record Number:*** IDA BMD 345

El Salvador

Description: In December 1984, the Secretary of State for External Affairs announced the restoration of bilateral aid to El Salvador after a five-year period of suspension. The first project, a line of credit for fertilizer with a counterpart fund for non-governmental organization projects to assist the displaced and most disadvantaged, began in 1986. Phase Two of this project was launched in January 1988 with the same objectives. Later in 1988, a Canadian Co-operation Office opened in San Salvador to support CIDA activities in the country. ***Program Record Number:*** IDA BMD 365

Guatemala

Description: In November 1987, the Secretary of State for External Affairs announced the reinstatement of bilateral aid to Guatemala, which had been suspended in 1981 due to internal social and political conditions. The first project in the renewed program began in March 1990. Its objective is to strengthen the delivery of basic services at a decentralized level, in response to urgent economic and social needs of disadvantaged rural groups. ***Program Record Number:*** IDA BMD 370

Guyana

Description: CIDA's program has primarily focused on forestry and fisheries. New lines of credit have been put in place for the provision of fertilizers and industrial inputs in order to assist in balance of payments support. Such assistance is conditional on Guyana's implementation of a structural adjustment program. ***Program Record Number:*** IDA BMD 415

Haiti

Description: Since Sept. 13, 1988, government-to-government negotiations with Haiti for the provision of new aid projects have been terminated. Currently, all bilateral assistance to Haiti is channelled through non-governmental organizations and institutions, and multilateral organizations. The principal objective is to reinforce the self-development capacities of the most disfavoured target groups. Bilateral interventions in Haiti include: funding of economic activities at the grass-roots level; assistance to Applied Maize Research and Seed Production; improvement of the self-development capacity of co-operatives; community development projects for the improvement of agriculture, health and nutrition; AIDS prevention programs; technical assistance to higher education institutions; and emergency food aid. ***Program Record Number:*** IDA BMD 390

Honduras

Description: CIDA's bilateral programming in Honduras concentrates on four sectors: agriculture, forestry, energy and social development. The general objectives of this program are the development and conservation of renewable resources, and support to employment, nutrition and health in rural areas. Major projects currently operational include assistance for hardwood forestry development, electricity substation upgrading and an agricultural development program in the Guayape Valley. Other projects are underway in the areas of potable water, rural health clinics, the strengthening of local co-operatives and rural housing. A Canadian co-operation office opened in Teguigalpa in 1988 to support CIDA's activities in Honduras. ***Program Record Number:*** IDA BMD 375

Jamaica

Description: Over the past several years, the Jamaican economy has been under severe strain. In order to assist in the developmental recovery of Jamaica and to assist in short-term balance of payments difficulties, CIDA has recently provided commodity assistance, food aid and assistance in improving key institutional capabilities. At present, the main areas of CIDA assistance are agriculture, infrastructure of small-scale enterprises, food aid, and human resource development. ***Program Record Number:*** IDA BMD 420

Latin American Region

Description: Canada's bilateral assistance to the Latin American region includes support for regional organizations which promote rural, social and human development and which have a natural link to other divisional projects. Currently the program is supporting activities with regional agencies in agriculture, education, demography, public administration and the status of women. ***Program Record Number:*** IDA BMD 445

Nicaragua

Description: The Nicaragua program is based in the short-term on helping to meet basic human needs and in the long-term on promoting the recovery of the Nicaraguan economy. Sectors of concentration are energy, potable water and food security. Major projects include a line of credit for potable water systems, a geothermal project, and dairy herd management. ***Program Record Number:*** IDA BMD 380

Peru

Description: CIDA's program objective is to promote balance of payment support through lines of credit for the purchase of equipment and commodities essential to sustaining Peru's productive capacity. Counterpart funds (funds generated through the sale of equipment and commodities) and non-governmental organizations funds are made available for poverty alleviation projects. Major projects include a mining equipment facility; a telecommunications equipment facility; rural valley cooperative development; water and sanitation; improvement of Peruvian macro-economic policy research and remote sensing capacities; a research program for the cultivation of high-altitude cereals within the

Puno-Juliaca region; and support for breeding alpacas. ***Program Record Number:*** IDA BMD 355

Trinidad and Tobago

Description: CIDA's only active project in this country is to assist in the upgrading of facilities at the PIARCO Airport. This project is being carried out by Transport Canada on behalf of CIDA. ***Program Record Number:*** IDA BMD 430

Uruguay

Description: The objective of Canadian assistance is to promote the economic and institutional development of Uruguay, within the context of Canadian global interests in that country. CIDA's program has concentrated its efforts in agriculture, human resource development, and in social and community development. ***Program Record Number:*** IDA BMD 405

■ Africa and Middle East – Central Africa Division

Cameroun

Description: The aid program for Cameroun emphasizes support for structural adjustments support for Cameroun's private sector, support for human resources development, and activity in the energy and forestry sectors (technical, vocational and managerial training, forest inventory and development, rural electrification). ***Program Record Number:*** IDA BFD 635

Central African Republic

Description: Canadian Funds for Local Initiatives (CFLI) have been made available for small-scle projects, mainly in the rural development, health and education sectors. This country also receives assistance through regional programs and projects: PRIMTAF, IAI and PIMCE. Assistance in support of debt management and the struggle against AIDS is also provided. ***Program Record Number:*** IDA BFD 680

Chad

Description: This program is basically limited to Canadian Funds for Local Initiatives (CFLI) and NGO projects. This country also receives assistance through regional programs and projects: PRIMTAF, IAI and PIMCE; and in support of debt management. ***Program Record Number:*** IDA BFD 580

Equatorial Guinea

Description: This country benefits from the Canadian Fund for Local Initiatives. ***Program Record Number:*** IDA BFD 686

Gabon

Description: Shared-cost technical assistance for education, health and water systems; a rural electrification project financed with the Export Development Corporation (EDC); and Canadian Funds for Local Initiatives (CFLI) financed activities. As well a $10 million line of credit with EDC is available for financing other development activities in Gabon (mines, education, communications). Since September 1986, we have participated in a technical assistance program at the University of Masuku as well as in a scientific and technical training project. The current projects in Gabon are terminating at the end of 1991-92. The assistance program will be, as of autumn 1991, in an evaluation phase followed by a project programming phase. ***Program Record Number:*** IDA BFD 665

Sao Tomé and Principe

Description: This country benefits from the Canadian Funds for Local Initiatives (CFLI). ***Program Record Number:*** IDA BFD 685

■ East and South Africa Division

Comores

Description: This country benefits from the Canada fund for local initiatives program. ***Program Record Number:*** IDA BCD 469

Kenya

Description: The goal of Canadian assistance to Kenya is to emphasize investments that increase the efficiency of the Kenyan economic system. Principal areas of Canadian involvement are human resource development and education, agricultural and rural development, and institutional strengthening in the energy sector. Major projects include: support to Kenya's technical education and roads systems; a general training program; assistance in the development and integration of a long-range planning framework; and training and technical assistance to the power utility and Ministry of Energy. Additional Canadian support is provided to rural development and community health programs, population activities and AIDS/STD Control. Through the Canada Fund for Local Initiatives and the WID Special Projects Fund, local organizations and community groups receive support for specific programs. This assistance complements the programming support provided to numerous multilateral, non-governmental and private sector organizations through the Multilateral, Canadian Partnership Branches of CIDA. ***Program Record Number:*** IDA BCD 470

Madagasgar

Description: Our program is currently being developed and consists mainly of activities financed through Canadian Funds for Local Initiatives (CFIL). Several Canadian private firms are also active in various sectors through contracts obtained from international organizations such as the World Bank. An institutional cooperation project exists with the Institute national des sciences comptables et de l'administration d'entreprises (INSCAE) in January 1988. ***Program Record Number:*** IDA BFD 630

South Africa

Description: The primary focus of CIDA's program in South Africa is human resource development. These educational projects are carried out in partnership with non-governmental agencies located in both Canada and South Africa. Other small scale projects help defray the legal costs of those charged under apartheid laws and provide support to the black business sector. Canada has also committed significant resources to help with the return and resettlement of exiles. ***Program Record Number:*** IDA BCD 505

Uganda

Description: Canadian bilateral development assistance to Uganda provides support to Uganda's economic recovery and structural adjustment programs in cooperation with the World Bank and to the water and health sectors (in cooperation with UNICEF and AMREF, a health services NGO). Canada's funding is directed towards a UNICEF program of water system construction and management in the southwest region of Uganda. Funding is also provided to UNICEF and AMREF to deliver projects in the field of health delivery (including AIDS education) and health planning. In partnership with Canadian NGOs and institutions, CIDA's Special Programs Branch supports a variety of small rural development projects. The Canada Fund for Local Initiatives provides additional funding to local groups (primarily women's groups) seeking assistance for small-scale projects. ***Program Record Number:*** IDA BCD 525

■ West Africa Division

Bénin

Description: CIDA's main intervention is the support of the telecommunications projects "Panaftel". CIDA is presently exploring opportunities for an enhanced intervention in support of structural adjustment and the democratization process. This country also benefits from the Canada Fund, Institutional Cooperation and NGO activities. ***Program Record Number:*** IDA BFD 660

Ghana

Description: The CIDA programme in Ghana focuses on two broad objectives: support for the adjustment process through balance of payments support to permit enhanced economic activity; and poverty alleviation, particularly in northern Ghana. The programme has a major sectoral concentration in the area of community-based potable water supply; it is also modestly involved in human resource development, rural development, agricultural research and health. ***Program Record Number:*** IDA BCD 465

Liberia

Description: A Canada Fund is available for small projects. ***Program Record Number:*** IDA BCD 491

Nigeria

Description: The Nigeria Program is being slowly enhanced in support of the country's Structural Adjustment programme, with the focus on poverty alleviation activities. A first new bilateral project is in the field of potable water. An active Canada Fund is employed for small projects, and funds are provided to support non-governmental organization activities. Industrial Co-operation activities show significant potential. ***Program Record Number:*** IDA BCD 490

Sierra Leone

Description: A Canada Fund is available for small projects. ***Program Record Number:*** IDA BCD 495

Togo

Description: CIDA's program in Togo focuses on the Community Hydraulic Project and it also benefits from the Canada fund program which finances small projects. ***Program Record Number:*** IDA BFD 655

■ Great Lakes Division

Burundi

Description: CIDA's intervention in Burundi is focused on the structural adjustment program and assistance is also supplied via specialised regional institutions. Burundi also benefits from the Canadian fund for local initiatives program (CFLI) and NGO and Canadian institutions have been showing more interest in intensifying their activities in this country. ***Program Record Number:*** IDA BFD 670

Congo

Description: CIDA's program consists of many small-scale projects financed through Canadian Funds for Local Initiatives (CFLI). ***Program Record Number:*** IDA BFD 645

Rwanda

Description: CIDA's Program in Rwanda focuses on supporting the stabilisation of the economy and the management of public resources, developing and reinforcing its production capabilities and infrastructures, and developing human resources and basic group sector. Current major projects in Rwanda include: Assistance is provided for the National University of Rwanda (UNR), master plan for the development of the Mutara Region, imports support program by means of a line of credit and a technical assistance and human resources improvement program. Food aid has been supplied for many years and NGO and other institutions have been very active in the country in the following sectors: Water Supply, Community Development and Health. ***Program Record Number:*** IDA BFD 640

Zaire

Description: Bilateral aid to Zaire is concentrated on forestry (technical assistance, training, logging, inventories and appropriate technology), rural development in the northeastern region (animal husbandry, co-operatives, community projects, feeder roads, improved seeds) and support for industry and balance of payments (multisector line of credit, commodities). NGOs and other private Canadian institutions are also very active in Zaire (health, co-operatives and rural development). ***Program Record Number:*** IDA BFD 650

■ Anglophone Africa Division, Horn of Africa Section

Djibouti

Description: A Canada Fund is available for small projects. ***Program Record Number:*** IDA BCD 561

Ethiopia

Description: Major projects in Ethiopia include food aid, both for free emergency relief distribution and food-for-work projects; a rural water supply project; a training program for community health management; a rural credit program for community health management; a rural credit program and a rural community development program. A Canada Fund is available for small local initiatives. ***Program Record Number:*** IDA BCD 560

Somalia

Description: A Canada Fund is available for small projects. ***Program Record Number:*** IDA BCD 500

Sudan

Description: CIDA is involved in providing emergency food aid through the World Food Program and various non-governmental organizations, supporting one major bilateral project in mechanized dryland farming, and funding small local initiatives through a Canada Fund. ***Program Record Number:*** IDA BCD 555

■ Tanzania Section

Mauritius Island

Description: CIDA's assistance includes a Canada Fund for small projects, as well as a project aimed at improving the Rodrigues water supply. ***Program Record Number:*** IDA BCD 485

Seychelles

Description: A Canada Fund is available for small projects. ***Program Record Number:*** IDA BCD 486

Tanzania

Description: Agriculture, transportation, energy, commodities and spares poverty alleviation, are the main areas of CIDA's program in Tanzania. Major thrusts include the rehabilitation of the Tanzania rail system to increase capacity for agricultural input and output distribution, the development of wheat farming in northern Tanzania, support to small farmers in the South, assistance to extension of the national electrical grid, and the provision of commodities and spare parts and social sector projects. Programs generally include a major technical assistance and training component along with provision of equipment and materials. ***Program Record Number:*** IDA BCD 520

■ North Africa and Middle East Division

Algeria

Description: CIDA's program in Algeria focuses on three key sectors: Human Resources Development, transfer of technology in the agricultural sector and economic cooperation. ***Topics:*** Establishment of a poultry testing centre; dairy cattle centre; a mechanism for scientific, technical and cultural cooperation; seed potato production; an institutional twinning program; line of credit for the promotion of technological transfer; and a shared cost training program. Finally, many small projects are financed through Canadian Funds for Local Initiatives (CFLI). ***Program Record Number:*** IDA BCD 610

Egypt

Description: Energy, agriculture/food security and human resource development are the major activities for CIDA in Egypt. Principal projects include Nile River Protection and Development Plan, Integrated Soil and Water Project, Mini-Hydro Power Station, Infrastructure support to electrical authority as well as training in the energy and agriculture sectors. ***Program Record Number:*** IDA BCD 550

Jordan

Description: Jordan was made eligible to receive bilateral project assistance in June 1986. The activities of CIDA consists of a Multi-Sector Program Grant for the purchase of Canadian goods and associated services, a scholarship program and Canada Fund project. CIDA is also participating in the IBRD Emergency Recovery Program. ***Program Record Number:*** IDA BCD 461

Morocco

Description: CIDA's program in Morocco focuses on three key sectors: Transfer of technology, Development of Human Resources and Economic Cooperation. ***Topics:*** Support economic development through establishment of lines of credit, food aid, supply of equipment to provide drinking water, private sector development initiatives fund, and to support social development by means of training, transfer of technology and institutional cooperation projects, and optimization of Casablanca Wholesale Market Project, a centre for strategic studies and the Canada-Morocco Field Support Unit. ***Program Record Number:*** IDA BFD 625

Tunisia

Description: Tunisia has benefited from a wide variety of assistance. ***Topics:*** CIDA's main actions in Tunisia are the establishment of a line of credit for goods and services; a line of credit for basic and semifinished products; shared-cost cooperation; shared-cost training; projects in the area of institutional support; food aid; and support for small business. Institutional and industrial cooperation takes an important place in CIDA's program in Tunisia. ***Program Record Number:*** IDA BFD 620

Turkey

Description: Canadian assistance to Turkey is limited to the various services provided by CIDA's Special Programs and Business Co-operation Branches, and a Canada Fund administered by the Embassy. ***Program Record Number:*** BSD 295

West Bank/Gaza/Turkey/Yemen/Lebanon

Description: Canada Fund: The Fund is administered by the Canadian Embassy and is intended to finance small projects providing technical, economic, educaitonal, cultural or social development assistance to the local populations. ***Program Record Number:*** IDA BFD 626

■ Southern Africa Section

Angola

Description: A Canada Fund is available for small projects. Assistance is also offered through CIDA's involvement in the energy sector which is coordinated by Angola. There is considerable involvement by Canadian non-government organizations. ***Program Record Number:*** IDA BCD 540

Botswana

Description: The CIDA assistance program focuses on human resource development and improvement of human resource skills in the mining sector, and has involved support to Botswana's transportation sector through provision of locomotives. Project assistance is provided to the University of Botswana and the Departments of Mines and Geological Survey as well as a scholarship fund. ***Program Record Number:*** IDA BCD 455

Lesotho

Description: CIDA's assistance program focuses on two key sectors in Lesotho: Human Resource Development, and Agriculture. Project assistance is provided for scholarships, and the development of the dairy industry to assist Lesotho in achieving self-sufficiency in dairy products. Canada also supports a considerable number of NGO activities in the country. ***Program Record Number:*** IDA BCD 475

Malawi

Description: CIDA assistance is focused in Human Resource Development and assisting Malawi in its structural adjustment program. A scholarship fund has been established; a tied Program Assistance Project provides fertilizer and pharmaceuticals. ***Program Record Number:*** IDA BCD 480

Mozambique

Description: A Canada Fund is established for small projects and considerable assistance is provided through the SADCC program in transportation and communications which is coordinated by Mozambique. In addition, Canada supports a village water supply program, funds an NGO consortium working on an integrated development program, and provides balance of payments support through tied program assistance. Because of the food situation and state of emergency in the country, Canada also supplies substantial food aid and humanitarian assistance. ***Program Record Number:*** IDA BCD 545

Namibia (Southwest Africa)

Description: CIDA is establishing a bilateral programme which will fund the initiatives of multilateral agencies and Canadian non-governmental organizations. Canada is supporting UNICEF's Expanded Program of Immunization in the northern region and will be contributing to projects in rural agriculture, health and education. A Canada Fund is also available to support small projects of local non-governmental organizations. (Note: This country is no longer called Southwest Africa, except by South Africans). ***Program Record Number:*** IDA BCD 510

Southern African Development Coordination Conference (SADCC)

Description: Assistance is provided to the group of nine southern African countries that are members of SADCC. Aid is channelled to individual countries for projects that have regional development implications. CIDA assistance is concentrated in four sectors: transportation and communications, energy, agriculture and human resource development. ***Program Record Number:*** IDA BCD 450

Swaziland

Description: CIDA's assistance program focuses on two key sectors in the Swaziland economy; human resource development and water resource management. Project assistance is directed at the provision of scholarships, at technical and vocational training as well as towards the University of Swaziland. Assistance is also provided for a ground water survey and the training of water technicians. ***Program Record Number:*** IDA BCD 515

Zambia

Description: Canadian assistance to Zambia is designed to support the efforts of the Zambian people and government to implement structural adjustment, to support vulnerable groups negatively affected by structural adjustment, and to support the management of Zambia's environment and natural resources. A number of projects providing technical assistance in support of structural adjustment have been initiated to complement a major economic initiative. Furthermore, a self-help program in the poorer urban communal centres is being supported. While most projects include training, a general human resource development program which seeks to address both national and sector specific manpower development needs has begun implementation. A program administrative support unit has been put in place. There is an active non-governmental organization sector in Zambia supported by Special Programmes Branch and Canada Fund activities. ***Program Record Number:*** IDA BCD 530

Zimbabwe

Description: CIDA's assistance program focuses on three key sectors in the Zimbabwe economy; human resource development, assistance in developing the capacity to manage the responsible exploitation of its natural resources and support to the private sector through the provision of a line of credit for Canadian goods and equipment. Project assistance is channelled through Salasan Associates Limited, the World University Service of Canada (WUSC), the Ontario International Corporation, Ottawa, Dalhousie and McGill Universities, GPR services of Quebec and through a programme of environmental management initiatives managed by the Ontario Ministry of Natural Resources. Each year, over one hundred Canadian suppliers respond to orders placed by Zimbabwean businesses under the line of credit. ***Program Record Number:*** IDA BCD 535

■ Francophone Africa Division – Regional Africa Section

Panaftel

Description: Panaftel is a telecommunications's support program in West Africa in Senegal, Mali, Burkina, Faso, Niger and Benin. This program provides institutional support to national telecommunication organizations for the purpose of modernizing their management. The program also supplies financial support to rural telecommunication infrastructure, improvement and maintenance of existing network especially the panaftel artery which connects the nations' capitals of the five above mentioned countries. ***Program Record Number:*** IDA BFD 563

PCIAC

Description: This program is the result of the Canadian government's decision to end the activities of the Petro-Canada International Assistance Corporation and to relinquish them to CIDA. The program will manage assistance projects in the Africa and Middle East division. ***Program Record Number:*** IDA BFD 564

Regional Programs

Description: CIDA supports a number of regional projects with activities in many countries of the African continent. Through these programs, CIDA supplies assistance to regional institutions especially in the fields of agricultural research, and training and development of human resources. The program consists, among others, of two key projects, one which concentrates on the fight against AIDS and another which focuses on strengthening African technical and scientific teaching institutions mainly at collegiate and university levels. ***Program Record Number:*** IDA BCD 565

■ Sahel/Ivory Coast Section

Burkina Faso

Description: Canadian assistance, besides support to multilateral and non-governmental organizations, consists mainly of a bilateral programme whose strategic focus is food balance, energy development, human and water resources development, and the opening up of remote regions. Human resource development, including the integration of women in development, plays a key role. Activities are concentrated in two regions, the Passoré and the Nahouri. Programs include support for crop protection, stabilization of the vegetation cover, opening-up of isolated farming regions, support for the Institute pédagogique du Burkina, land base development, a multipurpose line of credit, and a micro projects program. ***Program Record Number:*** IDA BFD 585

Ivory Coast

Description: CIDA is also in projects in the following sectors: forestry, rural development and human development. ***Program Record Number:*** IDA BFD 615

Mali

Description: CIDA's main strategic focus in Mali is support of macro-economic reforms, stabilization of the vegetation cover, food balance, energy development, human and water resources development, and the opening-up of remote areas. This has led to projects such as KAARTA Phase III, micro projects, land base development, and a major structural adjustment program valued at $31 million. Furthermore, a multi-year food aid program has been established to help with balance of payments. ***Program Record Number:*** IDA BFD 570

Niger

Description: The strategic focus of Canada's cooperation program in Niger is the support of macro-economic reforms, stabilization of the vegetation cover, food balance, energy development, and human resource development. Since the drought in the early seventies, the program has given priority to food self-sufficiency. CIDA's main focus is crop protection and support for locust control, village water supply, and land base development. The Sahel Phase II Windmill project is designed to increase agricultural production through the use of a local renewable energy source. ***Topics:*** Program for the protection of plants; support to locust control; village water supply; agricultural development; development of rural lands; mining exploration; line of credit for the purchase of Canadian goods; micro-projects; scholarships program (Niger, third country and Canada); institutional support; development of a road network; telecommunications (regional projects); many small projects implemented with Canadian Funds for Local Initiatives (CFLI); NGO activities (especially in the rural development sector). ***Program Record Number:*** IDA BFD 575

Regional-Sahel

Description: This program supports regional interventions and activities complement national programs. It focuses on developing policy dialogue and better donor coordination enhancing activities for improved regional economic integration, supporting research in agricultural, demographic and political development sectors, strengthening regional institutions and projects on a regional basis, answering to specific national needs such as the regional training and improvement program. The program supports: "Le Club du Sahel", CIRES, Laval's University Sahel center and Canada Sahel Solidarity. ***Program Record Number:*** IDA BFD 676

■ Senegal/Guinea Section

Cape Verde Islands

Description: CIDA's program in Cape Verde consists of numerous small projects financed through Canadian Funds for Local Initiatives (CFLI) and NGO projects. ***Program Record Number:*** IDA BFD 605

Gambia

Description: This country benefits from the Canada fund for Local Initiatives program. ***Program Record Number:*** IDA BFD 677

Guinea

Description: Priority areas of development in Guinea are food security, human resource development, infrastructure (energy and transportation), and support for the structural adjustment program. ***Topics:*** Multi-year scholarship program; line of credit; support for rural development; road upgrading; training and development programs; development planning (social dimensions of structural development); and an improved highway network. ***Program Record Number:*** IDA BFD 675

Guinea-Bissau

Description: CIDA's program in Guinea-Bissau consists of many small projects financed through Canadian Funds for Local Initiatives (CFLI) and NGO projects. ***Program Record Number:*** IDA BFD 600

Mauritania

Description: CIDA's program in Mauritania consists of supplementary food aid and many small projects implemented through Canadian Funds for Local Initiatives (CFLI). ***Program Record Number:*** IDA BFD 595

OMVS

Description: The OMVS program focuses on enhancing agricultural, mining and industrial resources in the Senegal river bassin by providing water intake equipment to the Manantali Dam. ***Program Record Number:*** IDA 678

Senegal

Description: CIDA's program in Senegal primarily involves bilateral assistance but also includes NGO projects and institutional and industrial co-operation activities. CIDA's strategic focus in Senegal is support of the private sector, financial development, socio-economic and human resources development, protection of natural resources, and support of the structural adjustment program. *Topics:* Assistance program for small fishermen; forest inventory and development; coastal conservation; integrated rural development; energy conservation; locust control; urban management and habitat; social dimensions of structural adjustment; technical assistance for the École Polytechnique de Thiès; multi-year food aid; many small projects implemented through Canadian Funds for Local Initiatives (CFLI). ***Program Record Number:*** IDA BFD 590

■ Operations Services Branch

Area Coordination Group

Description: Arrangement between the Agency and the Government Consultation Group (GCG), updating of Bilateral Handbook 8; Post planning exercise; Annual Aid Plan; also coordinates the decentralization program with bilateral branches in cooperation with External Affairs and International Trade Canada. ***Program Record Number:*** IDA RDG 715

Contracts

Description: Files arranged by name of firms/individuals engaged under service contracts; Contract Reporting System (CRS) – data-base on service contracts; policies and procedures relating to service contracts; Handbook 12 – Contracting for Services. ***Program Record Number:*** IDA RDG 690

DSS Procurement and Transportation

Description: Procurement of materials and equipment financed under contribution and procured through the Department of Supply and Services. *Access:* Files arranged by project and geographical area. ***Program Record Number:*** IDA RDG 701

Food Procurement and Transportation

Description: Implementation of projects associated with the bilateral and multilateral aid. *Topics:* Purchasing and delivery schedules; modes and transportation of food commodities. *Access:* Files arranged by fiscal year, by recipient country and by commodity. ***Program Record Number:*** IDA RDG 700

Material and Specifications

Description: Files covering section non-project activities such as quality assurance, maintenance and Canadian content; copies of reports and studies. ***Program Record Number:*** IDA RDG 705

Procurement

Description: Guidelines on procurement. ***Program Record Number:*** IDA RDG 695

■ Professional Services Branch

Agriculture

Description: Development, implementation, monitoring and evaluation of programs and projects in the agricultural disciplines. *Topics:* Land and water development; crops; livestock; agricultural support services and rural development; agriculture policy; agro-industries. ***Program Record Number:*** IDA RVP 750

Audiovisual Services

Description: Support services, production. *Topics:* Film, video, audio. ***Program Record Number:*** IDA RVP 825

Briefing Centre

Description: Administration, standards, research. *Topics:* Cross-cultural orientation, support services. ***Program Record Number:*** IDA RVP 820

Communication

Description: Studies. *Topics:* Development communication, mass media and informatics, project planning and management. Social-cultural and economic analyses; rural development; integration of women in development. ***Program Record Number:*** IDA RVP 790

Cooperant Services

Description: Administration standards, data bank. *Topics:* Co-operant selection and support, roster of experts. ***Program Record Number:*** IDA RVP 810

Data Bank Services

Description: Data analysis, input and management, development and implementation of a data collection and analysis system, preparation of reports for OECD and the Commonwealth. *Topics:* Technical co-operation. ***Program Record Number:*** IDA RVP 817

Education and Training

Description: Studies. *Topics:* Formal and non-formal education, management of educational projects. ***Program Record Number:*** !DA RVP 780

Energy and Mining

Description: Sectoral policy, identification, planning, implementation, monitoring and evaluation of projects, feasibility studies and training. *Topics:* Development of energy resources; power generation; power transmission and distribution; oil and gas. ***Program Record Number:*** IDA RVP 730

Enterprise

Description: Sectoral policy, development, planning and implementation of programs and projects on non-agricultural employment generation and small and medium size enterprise development. *Topics:* Industrial development (including agro-industries), enterprise development (including co-operatives and informal sector), non-farm income generation, employment creation, private sector-financing, investment and export promotion. ***Program Record Number:*** IDA RVP 770

Environment

Description: Review of CIDA projects in all its programs to ensure sound environmental consideration and protective measures. *Topics:* Environmental screening of all CIDA programs, environmental impact assessment, institutional creation, proactive measures, donor coordination, environment law. ***Program Record Number:*** IDA RVP 776

Fisheries

Description: Development, implementation and evaluation of programs and projects in the fisheries disciplines. *Topics:* Fishing methods and gear, stock management, fresh water and sea water fish products technology; fisheries policy development. ***Program Record Number:*** IDA RVP 765

Forestry and Conservation

Description: Development, implementation and evaluation of programs and projects in the forestry disciplines. *Topics:* Forest management, reforestation, social forestry and forest product processing industries; forestry policy development. ***Program Record Number:*** IDA RVP 755

Health and Population

Description: Studies. *Topics:* Demography; family planning and nutrition; public health; control of water and airborne diseases; epidemiology; parasitology; staff training; establishment of facilities, standards for the operation and maintenance of these facilities, material and equipment. ***Program Record Number:*** IDA RVP 785

Human Settlements

Description: Studies and project implementation. *Topics:* Demography and human settlements. ***Program Record Number:*** IDA RVP 795

Institutional Development

Description: Studies and project implementation. *Topics:* Organization development and development of management. ***Program Record Number:*** IDA RVP 800

Mining

Description: Development, implementation and evaluation of programs and projects in the mining disciplines. *Topics:* Exploration, development, production and processing of minerals, mining policy, planning and administration; mining policy development. ***Program Record Number:*** IDA RVP 760

Registration for CIDA Services

Description: Information on potential contractors registered with CIDA to provide services. *Topics:* Procedures and information related to the registration of contractors and maintenance of Consultant Selection System data bank. ***Storage Medium:*** Micro-computer. ***Program Record Number:*** IDA RVP 830

Sectoral Policy

Description: Policy analysis, development and implementation. *Topics:* Human and social resource development, intersectoral and thematic aspects, education through corporate memory, development. ***Program Record Number:*** IDA RVP 805

Social Science

Description: Studies, project management, evaluation. *Topics:* Social and economic situation, demographic structures and demographic change, socio-economic indexes. ***Program Record Number:*** IDA RVP 816

Student and Trainee Services

Description: Project implementation, standards. *Topics:* Scholarships, awards, support services. ***Program Record Number:*** IDA RVP 815

Telecommunications and Electronics

Description: Sectoral policy, identification, planning, implementation, monitoring and evaluation of projects, feasibility studies and training. *Topics:* Telephony, data, broadcasting and electronic navigation systems; remote sensing; associated technical assistance. ***Program Record Number:*** IDA RVP 720

Transportation and Facilities

Description: Sectoral policy, identification, planning, implementation, monitoring, evaluation of projects, feasibility studies and training. *Topics:* Intermodal and unimodal transportation; air, surface and marine transportation. ***Program Record Number:*** IDA RVP 725

Water and Sanitation

Description: Sectoral policy, identification, planning, implementation, monitoring and evaluation of projects, feasibility studies and training. *Topics:* Multi-purpose water resources development and control, domestic water supply and sanitation. ***Program Record Number:*** IDA RVP 735

Women in Development

Description: Development, implementation and monitoring of WID policies within CIDA, development of mechanisms to incorporate WID into CIDA management and planning systems, participation in conferences on WID, management of information on WID issues, particularly the lessons drawn from WID policy implementation in developing countries. ***Program Record Number:*** IDA RVP 777

Personal Information Banks

Accounts Payable and Receivable

The bank contains a copy of the contract and information needed to initiate and control fee payments and tax deductions, and documentation on payments made. The purpose of this data bank is to monitor and control all payments, as well as recoverable items and payments made to co-operants under contract to CIDA. Any individual's files dealing with a particular contract and computerized data are kept for six years after the contract is terminated. ***Bank Number:*** IDA PPU 020

Applicants for and Holders of CIDA Awards for Canadians

This data bank contains a record of Canadians who have applied for or been granted an award under the CIDA Program for Canadians. The file includes personal and professional references, proposed program of study and career intentions. Individuals may access their file. The information relates to Canadians who have applied for or been granted an award. This bank is used to select candidates for awards and for scholarship holders. The personal information and the school papers may be used for recruitment purposes in CIDA projects, private sector projects within Canada and organizations outside of Canada. CIDA files are maintained for two years for review of applications and for 15 years for file of granted awards. *Bank Number:* IDA PPU 015

Consultants Registration Data Bank (No. 7510)

This data bank contains names, addresses and telephone numbers of consultants (firms, organizations or individuals) as well as an adequate description of their resources, professional expertise, specialization, general experience and language capabilities. Any particular file is kept in the data bank and is up-dated on a regular basis (every two years). The purpose is to provide the Consultant Selection Committee and, ultimately, CIDA senior management and the Minister, within the framework of the decisional process, with information on the qualifications and experience of individuals and firms wishing to obtain contracts to undertake CIDA projects in developing countries overseas. The information is used to produce statistical data for internal management and information purposes. *Bank Number:* IDA PPU 010

The Human Resources Inventory of Persons Serving or Prepared to Serve Overseas

The record consists of personal data, academic qualifications and experience. This data bank is used as a current inventory of individuals with appropriate skills wishing to participate in CIDA projects, as well as those presently on assignment overseas with CIDA. The information is used to maintain and to build a computer inventory enabling CIDA to respond to needs of developing countries. The inventory is also used to identify suitable candidates who have expressed a desire to serve with international development organizations. Other uses include the production of statistical data for CIDA purposes. The completed form is kept for two years and the staffing file is kept for 35 years and after last correspondence the computer inventory is kept for two years. *Bank Number:* IDA PPU 005

Manuals

- A Methodology Guide for Project Teams Responsible for Managing Evaluations
- Criteria, Terms and Conditions
- Directives for Branches and Divisions (describes the operational procedures of sections)
- Guide for the Use of the Logical Framework Approach in the Management and Evaluation of CIDA's International Development Projects
- Handbook 3 – Documentation Management
- Handbook 4 – Financial Management, AIDIS Coding Manual, AIDIS End User Manual, CIDA's Financial Standards for Local Costs
- Handbook 5 – Administrative Services, Administrative Bulletins, Administrative Notices
- Handbook 6 – Safety
- Handbook 7 – Security
- Handbook 8 – Bilateral Programmes, Workbook for the Preparation of Plans of Operation, Guidelines on Procurement (Goods and Associated Services) for Canadian Executing Agencies
- Handbook 9 – Personnel, Organization Charts
- Handbook 10 – Multilateral Programs, Food Aid Programming Issues
- Handbook X – Business Co-operation
- Handbook 11 – Resources Management
- Handbook 11 Professional Services (in preparation: will replace the existing Handbook 11 – Resources Management)
- Handbook 12 – Contracting for Services
- Handbook 13 – Institutional Co-operation and Development Services
- Handbook 14 – Non-Governmental Organizations (in preparation)
- Main Estimates
- Material from International Financial Institutions (IFIs)
- Memoranda to Cabinet: A Drafter's Guide
- Orders-in-Council for Crown Corporations
- Policy Compendium Issues (Human Rights, Nuclear Energy, etc.
- Policy Manual Issues (derived from statements by Ministers, Central Agencies and the President's Committee, on topics such as Volume, Allocation, Eligibility, Sectoral Issues)
- Reports by Development Banks (World Bank, Inter-American Development Bank, African Development Bank, etc.)
- Reports by the Development Assistance Committee (DAC)
- Standards for Bilateral Project Evaluations.
- Management of Bilateral Project Evaluations 1991.

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Canadian International Development Agency and the various programs and functions may be directed to:

Public Inquiries
Communications Branch
Canadian International Development Agency
Place du Centre, 200 Promenade du Portage
Hull, Quebec
(Mail: Ottawa, Ontario K1A 0G4)
(819) 997-5006

Reading Room

In accordance with the Access to Information Act, representatives from the Access to Information Unit may arrange for a reading room for requesters who may wish to examine records on CIDA premises. Arrangements will be done keeping in mind all physical security measures in place. Requesters may contact an advisor of (819) 997-0845.

Canadian International Trade Tribunal

Chapter 23

General Information

Background

Bill C-110, which established the Canadian International Trade Tribunal (CITT) and dissolved the Canadian Import Tribunal, the Tariff Board and the Textile and Clothing Board, received Royal Assent on September 13, 1988. Sections of the Canadian International Trade Tribunal Act establishing the corporate structure of the CITT were proclaimed on September 15, 1988. Sections of the Act giving the CITT operational responsibilities and dissolving the Canadian Import Tribunal, the Tariff Board and the Textile and Clothing Board came into force on December 31, 1988.

Responsibilities

The CITT is a quasi-judicial tribunal responsible for conducting the general economic trade, injury and tariff-related inquiries previously carried out by the three predecessor organizations. It is also responsible for hearing, determining and ruling on appeals, primarily of customs and excise decisions made by the Minister or by the Deputy Minister of National Revenue, previously carried out by the Tariff Board; and for hearing and determining issues pursuant to other acts, primarily injury determinations resulting from anti-dumping and countervail actions previously carried out by the Canadian Import Tribunal. In addition, the Tribunal will consider injury complaints from all Canadian goods producers and conduct safeguard inquiries as provided for by the Act. This producer-requested "Direct Access" to import safeguard inquiries was formerly available only to the textile and clothing industries through the Textile and Clothing Board. The duties and/or functions of the Tribunal are set out in the Customs Act, the Excise Tax Act, the Energy Administration Act, the Special Import Measures Act, and the Canada United States Free Trade Agreement Implementation Act.

Legislation

- International Trade Tribunal Act, 1988
- Customs Act (R.S.C., 1985, C-54)
- Energy Administration Act (R.S.C., 1985, CE6)
- Excise Tax Act (R.S.C., 1985, C-E14)
- Special Import Measures Act (R.S.C., 1985, C-515)
- Canada/United States Free Trade Agreement Implementation Act, 1988

Organization

The Tribunal consists of the Chairman, two vice-chairmen, and not more than six other permanent members to be appointed by the Governor in Council. The Governor in Council may also appoint up to five temporary members, as required. The Tribunal is supported by the Research Branch, the Legal Services Branch and the Secretariat.

Information Holdings

Program Records

Administration Files
Description: General subjects and information relating to the administrative responsibilities of the Canadian International Trade Tribunal. *Topics:* Administration; buildings and properties; equipment and supplies; finance and personnel. ***Bank Number:*** CTT CTT 005

General Counsel Files
Description: Information relating to legal advice, interpretation, research and assistance on the legislation or regulations, legal precedents and international agreements relevant to the responsibilities of the Tribunal. *Topics:* Rules and regulations; legal advice and opinions; legal precedents; agreements and acts and legislation. ***Program Record Number:*** CTT CTT 020

International Trade Research Files
Description: Information relating to the design, management, direction,implementation and timeliness of research and investigations undertaken in connection with Tribunal responsibilities. *Topics:* Statistical research; statistical database design and systems; economic research, economic models and project management. ***Program Record Number:*** CTT CTT 015

Operational Files
Description: General subjects and information relating to the operational responsibilities of the Canadian International Trade Tribunal, including specific economic, trade, tariff and appeal studies and hearings. *Topics:* References under the Canadian International Trade Tribunal Act by the Governor in Council on any economic, trade or commercial matter, including injury to Canadian producers of goods and services, or by the Minister of Finance on any tariff-related matter; serious injury complaints by Canadian goods producers under the Canadian International Trade Tribunal Act; appeals of decisions by the government – in particular the Minister or Deputy Minister of National Revenue, Customs and Excise – under the Customs Act, the Excise Tax Act and the Special Import Measures Act; and in response to other acts of Parliament or related regulations including references, injury inquiries, public interest determinations, reviews and importer rulings of anti-dumping and countervailing duty cases under the Special Import Measures Act. ***Bank Number:*** CTT CTT 010

Personal Information Banks

Personal Services Contracts

Description: This bank contains a copy of each personal services contract, amendments and relevant correspondence. It may include personal resumes. ***Class of Individuals:*** Persons employed by the Tribunal under a personal services contract. ***Purpose:*** The purpose of this bank is to maintain a record of personal services contracts. ***Consistent Uses:*** This bank is also used to back up financial records and invoices. ***Retention and Disposal Standards:*** The records are retained for one year after comprehensive audit and then destroyed. ***TBS Registration:*** 002553 ***Program Record Number:*** CTT PPU 010

Temporary Help Agencies

Description: This bank contains a list of calls made for temporary help services. It includes the names of the agencies contacted, the name of the person referred, the hourly salary charged by the agency, the approximate duration of employment, the name of a contact person at the agency and a description of the selection criteria. It also includes correspondence concerning individual terms of employment of a duration greater than eight weeks. ***Class of Individuals:*** Personnel referred by the agencies. ***Purpose:*** The purpose of this bank is to maintain a record of temporary help personnel. ***Consistent Uses:*** This bank is also used to back up financial records and invoices. ***Retention and Disposal Standards:*** The records are retained for one year after comprehensive audit and then destroyed. ***TBS Registration:*** 002552 ***Bank Number:*** CTT PPU 005

Manuals

- Rules Governing the Proceedings, Practice and Procedures of the Canadian International Trade Tribunal

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Request for further information about the Tribunal and its functions may be directed to:

The Secretary
Canadian International Trade Tribunal
365 Laurier Avene West
Ottawa, Ontario
K1A 0G7
(613) 993-3595

Reading Room

In accordance with the Access to Information Act, an area on the premises of this institution has been designated as a public reading room. The address is:

Journal Tower, South,
365 Laurier Avenue West,
Ottawa, Ontario.

Canadian Museum of Civilization

Chapter 24

General Information

Background

The Canadian Museum of Civilization (CMC), a Crown Corporation, was established in 1990 by the Museums Act.

Responsibilities

The purposes of the Corporation, as defined in the Act, are to demonstrate the products of nature and the works of human beings, with special but not exclusive reference to Canada, so as to promote interest in and disseminate knowledge of these throughout Canada.

Legislation

- The Museums Act, 1990

Organization

■ Directorate of the Canadian Museum of Civilization (CMC)

This Directorate is responsible for the direction of the museum and the management of all its activities, resources and outputs.

■ Collections and Research Branch

This Branch develops and maintains collections of material representative of the works of people with special but not exclusive references to Canada for the purpose of demonstrating these works through museum programs.

■ Exhibitions and Programs Branch

This Branch delivers a broad range of programs in support of the CMC's goals which are client responsive and sensitive to community concerns as well as to groups with special needs.

■ Marketing and Business Development Branch

This Branch plans, establishes and manages guest services to reflect the CMC client-oriented approach to the public. These services include facilities rental, fundraising from the private sector and the development of a discrete lobby in order to promote the cause of the Museum. This Branch is also responsible for the marketing activity of the Museum, a publishing program, and the coordination of museum volunteers and the liaison with the Association of Friends of the Museum.

■ Finance and Museum Services Branch

This Branch is responsible for the provision of management and financial services. These include materiel and facilities management, as well as protection and informatics services.

■ Personnel Services Branch

This Branch provides managers with the advice and services required to manage the human resources of the Museum.

■ Canadian War Museum (CWM)

The Canadian War Museum is an affiliated museum of the CMC. It is autonomous in its public programming and collections functions; it obtains most of its administrative services from CMC. The mission of the Canadian War Museum is to share in the remembrance of, and serve as a memorial to, those Canadians lost in, or as a result of, war; to examine the war and war-related history of Canada and its effect upon Canada and Canadians; and to document Canada's continuing commitment to peacekeeping and the maintenance of international security.

Information Holdings

Program Records

■ Director's Office

Collections and Acquisitions

Description: Information on artifacts and their acquisition through purchases, gifts, donations and exchanges. *Topics:* Policy; prints and drawings; collections. ***Program Record Number:*** CMC MCA 475

Conservation

Description: Information on the conservation of artifacts and collections of artifacts to ensure their preservation for future use and research. ***Topics:*** Crozier collection; Peruvian collection; Inuit prints. ***Program Record Number:*** CMC MCA 480

Exhibitions

Description: Information on permanent, travelling and special exhibitions. ***Topics:*** Policy; permanent exhibitions; openings; credits; planning and scheduling; international, travelling, special and temporary exhibitions; proposed exhibitions. ***Program Record Number:*** CMC MCA 470

Loans

Description: Information on incoming and outgoing loans for exhibitions, government residences and buildings. *Topics:* Policy; school loans program; Pearson Building; Prime Minister's residence; insurance; fine art in leased buildings. ***Program Record Number:*** CMC MCA 495

Publications

Description: Information on research publications, manuscripts and book reviews. ***Topics:*** Policy; Tenth

Anniversary Book; Guidebook – Victoria Memorial Museum; bilingualism in publications; Oracles; book reviews; Canadian Museum of Civilization – National Museum of Natural Sciences brochure; the Canadian Museum of Civilization tourist brochure. ***Program Record Number:*** CMC MCA 490

Research

Description: Research information on artifact collections. *Topics:* Log cabin – arsenic report; Ginsberg report; rock art – petroglyphs; environment and deterioration. ***Program Record Number:*** CMC MCA 485

■ Archaeological Survey of Canada

Collections and Acquisitions

Description: Information on artifacts and the policy for their acquisition through purchases, gifts, donations and exchanges. *Topics:* Policy, acquisitions and information on artifacts; casts and replicas; totem and house posts; rock art; petroglyphs; PWNHC repository. ***Program Record Number:*** CMC MCB 505

Conservation

Description: Information on the conservation of artifacts to ensure their preservation for future use and research. *Topics:* Policy; storage. ***Program Record Number:*** CMC MCB 510

Exhibitions

Description: Information on permanent, travelling and special exhibitions. *Topics:* Policy; exhibit planning; proposed exhibitions; travelling exhibitions; Ethnology Hall; Canada before Cartier – Ontario prehistory; Discovery Train; Inuit Community exhibits; foyer cases; International Museums Day; EXPO '86. ***Program Record Number:*** CMC MCB 500

Loans

Description: Information on incoming and outgoing loans for exhibitions. *Topics:* Policy; recovery of loans and collections (by name). ***Program Record Number:*** CMC MCB 525

Publications

Description: Research publications and manuscripts; also book reviews and theses. *Topics:* Mercury series; Oracles; Canada's Visual History; gallery guides; popular series; video and film production; Edukits. ***Program Record Number:*** CMC MCB 520

Research

Description: Research on archaeology and artifacts for the benefit of government and the general public. *Topics:* Policy; research proposals; foreign research; reports of completed research projects; Northern Oil and Gas Action Plan; underwater archaeology. ***Program Record Number:*** CMC MCB 515

■ Canadian Centre for Folk Culture Studies

Collections and Acquisitions

Description: Information on artifacts and their acquisition through purchases, gifts, donations and exchanges. *Topics:* Policy; purchase of artifacts by year; offer to museum to purchase; musical instruments; enquiries about artifacts; inventories. ***Program Record Number:*** CMC MCC 535

Conservation

Description: Information on the conservation of artifacts to ensure their preservation for future use and research. *Topics:* Policy; research on the deterioration of artifacts due to poor environmental condition of buildings. ***Program Record Number:*** CMC MCC 540

Exhibitions

Description: Information on permanent, temporary, travelling and special exhibitions. *Topics:* Policy; exhibit planning and proposed exhibitions; Outdoor Museum; Orientation Hall; procedures for implementation; musical instruments. ***Program Record Number:*** CMC MCC 530

Loans

Description: Information on incoming and outgoing loans for exhibitions, government residences and buildings. *Topics:* Policy; loans to other museums, divisions, and displays; loans from other museum divisions, museums, galleries or individuals. ***Program Record Number:*** CMC MCC 555

Publications

Description: Research publications, manuscripts, book reviews and theses. *Topics:* Policy; inventories; fact sheets; Canadian Studies reports; Canada's Visual History; Music for Many a Year; Mercury series; Oracle series; Popular series. ***Program Record Number:*** CMC MCC 550

Research

Description: Information on research on artifacts for the benefit of government and the general public. *Topics:* Policy; research plans and programs; field notes; culinary anthropology; archives; ethnomusicology; visual anthropology. ***Program Record Number:*** CMC MCC 545

■ Canadian War Museum

Collections and Acquisitions

Description: Information on artifacts and their acquisition through purchases, gifts and donations, and exchanges. *Topics:* Policy; acquisitions – Army, Navy, Air Force, miscellaneous (tattoo); war art; Cafcap; exchanges of artifacts. ***Program Record Number:*** CMC MCD 565

Conservation

Description: Information on the conservation of artifacts to ensure their preservation for future use and research. *Topics:* Policy; research on the deterioration of artifacts due to poor environmental conditions; research into the best methods of conservation. ***Program Record Number:*** CMC MCD 570

Exhibitions

Description: Information on permanent, special and travelling exhibitions. *Topics:* Policy; planning and openings; texts; security; permanent galleries; proposed exhibitions; five history presentations. *Program Record Number:* CMC MCD 560

Loans

Description: Information on incoming and outgoing loans for exhibitions, Armed Forces messes, government buildings, schools, theatrical groups, publishers, other museums, as well as other educational institutions. *Topics:* Policy; loans – in progress, final, rejections; war art. *Program Record Number:* CMC MCD 585

Publications

Description: Information on various publications, manuscripts, catalogues. *Topics:* Historical series; Mercury series; Canada's Visual History; exhibition catalogues. *Program Record Number:* CMC MCD 580

Research

Description: Research on artifacts for the benefit of government and the general public, as well as historical research for the preparation of storylines. *Topics:* Policy; material research. *Program Record Number:* CMC MCD 575

■ History Division

Collections and Acquisitions

Description: Information on artifacts and their acquisition through purchases, gifts, donations and exchanges. *Topics:* Policy; boundaries of acquisition between the Canadian Museum of Civilization and the Museum of Science and Technology; exchanges of artifacts for exhibitions; rejections of purchases; gifts and donations. *Program Record Number:* CMC MCE 595

Conservation

Description: Information on the conservation of artifacts to ensure their preservation for future use and research. *Topics:* Policy; internships for training; research on deterioration of artifacts due to the poor environmental condition of buildings. *Program Record Number:* CMC MCE 600

Exhibitions

Description: Information on permanent, travelling and special exhibitions. *Topics:* Policy; exhibit planning; special exhibition halls during the renovation of the Victoria Memorial Museum building; proposed exhibitions; travelling exhibitions; mobile exhibits; Discovery Train. *Program Record Number:* CMC MCE 590

Loans

Description: Information on incoming and outgoing loans for exhibitions, government residences and buildings. *Topics:* Policy; loans – in progress, final and rejected; Prime Minister's residence; Parliament Buildings, East Block; Pearson Building and other government buildings. *Program Record Number:* CMC MCE 615

Publications

Description: Research publications, manuscripts, book reviews and theses. *Topics:* Mercury series; Oracles; Urban Biography series; Canada's Visual History; Urban History Review. *Program Record Number:* CMC MCE 610

Research

Description: Research on artifacts for the benefit of government and the general public. *Topics:* Policy; research proposals; reports of completed research projects. *Program Record Number:* CMC MCE 605

■ Canadian Ethnology Service

Collections and Acquisitions

Description: Information on artifacts and their acquisition through purchases, gifts, donations and exchanges. *Topics:* Policy; Potlatch Collection; donations to collections; collections for sale; Cowan Collection and the C.C.I.; documentation of the Canadian Ethnology Service collections. *Program Record Number:* CMC MCF 625

Conservation

Description: Information on the conservation of artifacts to ensure their preservation for future use and research. *Topics:* Policy; research on deterioration of artifacts due to poor environmental conditions of buildings. *Program Record Number:* CMC MCF 630

Exhibitions

Description: Information on permanent, travelling and special exhibitions. *Topics:* Policy; exhibit planning; proposed exhibitions; permanent exhibitions at the Victoria Memorial Museum; Orientation Hall; temporary exhibitions; invitations to openings; requests and enquiries. *Program Record Number:* CMC MCF 620

Loans

Description: Information on incoming and outgoing loans for exhibitions. *Topics:* Requests for loans; lists of forthcoming loans; approvals or rejections; loan to Cape Mudge – rattles. *Program Record Number:* CMC MCF 645

Publications

Description: Research publications and manuscripts, as well as book reviews and theses. *Topics:* Permission to publish; Mercury series; Oracle series; Popular series; Activity series; Indian Art; Canadian Studies report; Canada's Visual History; Odyssey series; Facsimile series; Jenness Tribal series. *Program Record Number:* CMC MCF 640

Research

Description: Research on artifacts for the benefit of government and the general public. *Topics:* Policy; unsolicited proposals; Canadian register of research and researchers in the social sciences; staff research program – five year projection. *Program Record Number:* CMC MCF 635

■ Exhibitions Division

Collections and Acquisitions

Description: Information on artifacts and their acquisition through purchases, gifts, donations and exchanges. *Topics:* Policy; cookbooks; the Curatorial Package. *Program Record Number:* CMC MCH 655

Conservation

Description: Information on the conservation of artifacts to ensure their preservation for future use and research. *Topics:* Research policy. ***Program Record Number:*** CMC MCH 660

Exhibitions

Description: Information on permanent, travelling, special and temporary exhibitions. *Topics:* Policy; exhibit planning; insurance; publicity; films, texts, labels; Brockville documents; proposed exhibitions. ***Program Record Number:*** CMC MCH 650

Loans

Description: Information on incoming and outgoing loans for exhibitions, government residences and buildings. *Topics:* Policy; condition reports; insurance; loans. ***Program Record Number:*** CMC MCH 675

■ Education and Cultural Affairs Division

Publications

Description: Research publications and manuscripts, as well as book reviews and theses. *Topics:* Policy; Canadian War Museum publications; Activity series; Mercury series; copyright policy; Odyssey series; Pitseloak publications; scientific publications; guide books; brochures; Vis-à-vis; popular publications; Canadian Studies report; the Victoria Memorial Museum Building Map; Colouring Book; Teacher's Guide; Who We Are, What We Do; Oracles; Visual History; Across Canada. ***Program Record Number:*** CMC MCG 670

Research

Description: Research on artifacts for the benefit of government and the general public. *Topics:* Research policy. ***Program Record Number:*** CMC MCG 665

■ National Postal Museum

Collections and Acquisitions

Description: Information on artifacts and their acquisition through purchases, donations, exchanges and as gifts. *Topics:* Artifacts used in postal communications and in stamp production, e.g. uniforms, mail processing equipment, scales and balances, post office counter equipment, forms and ledgers, novelty items with postal theme, architectural components, personal writing implements. ***Program Record Number:*** CMC MCI 677

Exhibitions

Description: Information on permanent, travelling and special exhibitions. *Topics:* Policy; exhibit planning; proposed exhibitions. ***Program Record Number:*** CMC MCI 676

Loans

Description: Information on incoming and outgoing loans for exhibitions, public buildings, heritage organizations and institutions, publishers, and other museums. *Topics:* Loan of objects used in postal communications and stamp production (for details on objects see CMC/MCI-677). ***Program Record Number:*** CMC MCI 679

Research

Description: Research on artifacts or the collection of artifacts as well as historical research for the preparation of exhibition storylines, educational programming and publications. *Topics:* Postal communications and stamp production. ***Program Record Number:*** CMC MCI 678

Personal Information Banks

Collections

Description: This bank has complete information pertaining to the collection of objects by the Canadian Museum of Civilization. ***Class of Individuals:*** Individuals with which the Canadian Museum of Civilization Canada deals, in relation to collecting. ***Purpose:*** To maintain complete information about objects collected or collectable by the Canadian Museum of Civilization. The information is classified by objects. ***Consistent Uses:*** Determination of value of objects for income tax or insurance purposes. ***Bank Number:*** CMC PPU 005

Contract Files

Description: The purpose of this bank is to keep a record of all personal and professional service contracts entered into by the National Museums Corporation. It contains information such as the request for service by the manager, the original contractual document, and reasons for not authorizing payment if the terms of the contract have not been met. Active files are kept within the Contracts Management Section. ***Class of Individuals:*** Information relates to individuals from the private sector under contract for services to CMC. ***Purpose:*** For contracting services. ***Consistent Uses:*** To maintain information on all service contracts entered into by CMC. ***Retention and Disposal Standards:*** Six fiscal years, then destroyed. ***Bank Number:*** CMC PPU 010

Individual Requests Under the Privacy Act

Description: This bank contains formal requests made by individuals under the Privacy Act for access to personal information about them, the replies to such requests and all records relating to their processing. If applicable, includes information on exemptions claimed, complaints received, reports and recommendations of the Privacy Commissioner and litigation in the Federal and Supreme Courts. ***Class of Individuals:*** Individuals requesting information under the Privacy Act. ***Purpose:*** For processing such requests and for compiling statistics relating to them. ***Retention and Disposal Standards:*** Two years after last action. ***Bank Number:*** CMC PPU 030

Requests from Federal Investigative Bodies

Description: Contains requests for personal information made pursuant to paragraph 8(2) (e) of the Privacy Act by federal investigative bodies, the replies to such requests, the records of information disclosed, any correspondence with the Privacy Commissioner and all records relating to the processing of the requests. ***Class of Individuals:*** Individuals being investigated by federal investigative bodies. ***Purpose:*** To meet the requirements of the Act. ***Consistent Uses:*** Compiling statistics relating to requests from federal investigative bodies. ***Retention and Disposal***

Standards: Two years after last action. ***Bank Number:*** CMC PPU 025

Requests Under the Access to Information Act
Description: Contains formal requests made under the Access to Information Act by individuals for access to records, the replies to such requests and all records relating to their processing. If applicable, includes information on exemptions claimed, interventions of third parties, complaints received, reports and recommendations of the Information Commissioner and litigation in the Federal and Supreme Courts. ***Class of Individuals:*** Individuals requesting information under the Access to Information Act. ***Purpose:*** To process requests. ***Consistent Uses:*** Compiling statistics relating to the administration of the Act. ***Retention and Disposal Standards:*** Two years after last action. ***Bank Number:*** CMC PPU 020

Classes of Personal Information

Some CMC files summarized in the program records contain personal information which is not used in a decision-making process directly affecting the individual to whom it relates. Examples are inquiries about CMC collections, programs and services, information and advice given to individuals by CMC employees about museums and museum objects, and information about individuals in documents relating to grants or proposed grants to institutions.

These classes of personal information are kept on the relevant subject files and are not identifiable by name of the individual or other personal identifier. To retrieve these classes of personal information, the CMC would need as much detail as possible about the subject matter, the geographic location and the time the information would have come to the CMC. The retention periods for these classes of personal information are the same as those for the subject files containing the information.

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Corporation, its components, and its various programs and functions may be directed to:

Communications Division
Canadian Museum of Civilization
P.O. Box 3100, Station B
Hull, Quebec
J8X 4H2
(819) 776-7160

Reading Room

The Corporation's libraries have been designated under the Access to Information Act as a public reading room. The addresses are:

Library
100 Laurier Street
P.O. Box 3100, Station B
Hull, Quebec
J8X 4H2

Library
Canadian War Museum
330 Sussex Drive
Ottawa, Ontario
K1A 0M8

Canadian Museum of Nature

Chapter 25

General Information

Background

The Canadian Museum of Nature (CMN), a Crown Corporation, was established in 1990 by the Museums Act, and reports to parliament through the Minister of Communications. It is administered by its own directorate under the authority of a Board of Trustees. The Director is the Chief Executive Officer of the CMN.

Responsibilities

The purposes of the Corporation, as defined in the Act, are to establish and maintain for research and posterity a collection of natural history objects, with special but not exclusive reference to Canada, and to use the collection, the knowledge derived from it and the understanding it represents, to increase throughout Canada and internationally, interest, knowledge, appreciation and respect for the natural world.

Legislation

- The Museums Act, 1990

Organization

The Museum is comprised of six branches:

■ Directorate

The Directorate, including the Board of Trustees and Internal Audit and Evaluation, provides overall direction, guidance and management of operational and administrative divisions within the Museum.

■ Collections and Research Branch

The Collections and Research Branch develops and maintains a collection of natural history objects and specimens which are material evidence of research activities which help drive the Museum's programmes and serve Canada and the international scientific community; it also deals with library and archival material within the Scientific Information and Coordination division.

■ Public Programs Branch

The Public Programs Branch evaluates, develops, and maintains programmes and activities to increase knowledge and appreciation for the natural world using the CMN's collection of natural history objects and specimens through exhibit-based programmes and a wide variety of modern media.

■ Museums Services Branch

The Museum Services Branch provides services relating to computerized information and data communications systems; the protection of the Museum's collections, staff and visitors; building and accommodation planning and management; and, mass media production services for trade and scientific publications, videos, audio tapes, and other products.

■ Communications and Marketing Branch

The Communications and Marketing Branch promotes the Museum's programmes, provides marketing research and business operations including the Museum shop, food services and facilities rentals, and develops outside resources through fund raising and co-ventures.

■ Comptroller's Branch

The Comptroller's Branch develops and implements management policies, procedures and systems, and provides support services in administration, finance, and personnel management areas including materiel management, procurement, contracts, and records and mail management.

Information Holdings

Program Records

■ Directorate

Acquisitions and Collections

Description: General information on the acquisition and collection of artifacts and specimens through purchases, gifts, donations and exchanges. *Topics:* Policy and general correspondence; Decoys – W.D. Paul; Reynolds Oligochaete Collection; Duesberry Duck Decoy Collection; T.H. Manning Collection; Florida Fish – mollusks; Wood Bison; Pinch Mineral Collection; Florida Fish – mollusks; Wood Bison; Pinch Mineral Collection; tax receipt information for gifts and donations. ***Program Record Number:*** CMN NSA 005

Exhibitions

Description: General information on permanent travelling, special, temporary and international exhibitions including exhibit planning and proposed exhibits. *Topics:* General correspondence; Plant Life; Animals in Nature; Birds in Canada; Mammals in Canada; Earth Hall; Life through the Ages; Viola MacMillan Mineral Gallery; International Arctic Oasis; Old Fourlegs; Gemstones exhibit; Whales – Fragile Giants of the Sea; Minerals and Gemstones; Food from the Sea; Teddy Bear exhibit; R.E. Phinney exhibit; Wolves and Humans. ***Program Record Number:*** CMN NSA 010

Loans

Description: General information on incoming and outgoing loans for exhibition, education and extension purposes. *Topics:* General correspondence. ***Program Record Number:*** CMN NSA 015

Publications

Description: General information on books and publications generated by scientific research, by scientists and others. *Topics:* Publications policy and general correspondence; scientific publications; book reviews; Flora of Canada; Handbook on Canadian Mammals; Syllogeus publications; Natural History Notebook series; Birds of Canada; A Vanished World – Dinosaurs of Western Canada; The Dinosaurs of North America. ***Program Record Number:*** CMN NSA 020

■ Public Programmes

Exhibitions and Education

Description: Detailed information on permanent, travelling, special, temporary and international exhibitions; educational excursions and tours. *Topics:* Public Programming Policy, Exhibits Policy and general correspondence; exhibit planning and design; proposed exhibitions, school tours of the Victoria Memorial Museum (VMM), whale watching excursions. ***Program Record Number:*** CMN NSB 025

Loans

Description: Detailed information on loans of exhibits and artifacts to other museums and educational institutions across Canada. *Topics:* Policy and general correspondence; incoming and outgoing loans of artifacts and specimens for exhibitions and educational purposes; school loans programme. ***Program Record Number:*** CMN NSB 030

Publications

Description: Detailed information on publications and other brochures by museum staff. *Topics:* Biome; Neotoma; Syllogeus. ***Program Record Number:*** CMN NSB 035

■ Earth Sciences

Acquisitions and Collections

Description: Detailed information on the acquisition and collection of specimens and artifacts by purchase, gifts and donations, exchange or transfer. *Topics:* Policy and general correspondence; dealers for artifacts; National Mineral Collection; gemstones; rock collection; Pinch Mineral Collection; Sternberg Library; Grayson Library (gifts and donations); Ely Kish paintings (originals); S. Swibold photographs (originals); B. Baker dinosaur drawings (originals); field notebooks, maps, photographs, drawings; dinosaur specimens; pollen and spores; Devonian fish specimens; Tertiary and Quaternary mammal specimens; exchanges – Arnold Arboretum (Boston, Mass.), Cornell University (Ithaca, NY); Ellesmere Island Project; Kew Gardens Project; Canada-China Dinosaur Project; Missouri Botanical Gardens. ***Access:*** Files are arranged by section (paleoherpetology, quaternary zoology, paleomycology and palynology-paleobotany). ***Program Record Number:*** CMN NSC 040

Conservation

Description: Detailed information on specimen conservation, preservation and preparation methods and related subjects. *Topics:* Policy and general correspondence; specific files by collection or specimen; fossils – by section (paleoherpetology, quaternary zoology, paleomycology and palynology-paleobotany); Devonian fish and tertiary mammals. ***Program Record Number:*** CMN NSC 045

Exhibitions

Description: Information on permanent travelling, special, temporary and international exhibitions. *Topics:* Policy and general correspondence; permanent -- Life through the Ages, artifacts for Earth Hall at the VMM; travelling -- A Dinosaur; A Vanished World; Minerals, Metals and Man; Museomobiles; Pinch Mineral Collection; artifacts for various displays at mineral shows; temporary -- International Museum Day, the Giant Beaver, Fossil Walruses, Fossil Screwpines (Pandanus), Birthstones exhibit, VMM lobby exhibits of gems. ***Program Record Number:*** CMN NSC 050

Loans

Description: Detailed information on incoming and outgoing short and long term loans of specimens and artifacts, and the Director's approval for these transactions. *Topics:* Policy and general correspondence; loan approvals; loans of photographs and slides; identification of specimens for the general public; specimens for exhibit in Museomobiles, canadian museums and galleries, Prime Minister's Office, federal government offices, international loans. ***Access:*** Files are arranged by names of individuals or by specimens. ***Program Record Number:*** CMN NSC 055

Publications

Description: Detailed information on manuscripts published in various journals and publications generated through scientific research. *Topics:* Publication Policy; general correspondence; K-TEC and K-TEC II Cretaceous-Tertiary Extinctions and Possible Terrestrial and Extraterrestrial Causes (paleoherpetology); The Whole Fungus (paleomycology and mycology); The Pollen and Spore Reference Collection (palynology); Palynology of Dinosaur Provincial Park, Alberta (campanian); Catalogue of the Pollen and Spore Exchange Collection, CMN (palynology); Climatic Changes in Canada, numbers 1-5 (related to quaternary); Quaternary Vertebrate Faunas of Canada and Alaska and their Suggested Chronological Sequence; The Dinosaurs of North America. ***Program Record Number:*** CMN NSC 060

Research

Description: Scientific Research files. *Topics:* General correspondence; vertebrates; fossil fungi; fossil plants; pollen and spores; conservation. ***Program Record Number:*** CMN NSC 065

Invertebrate Zoology

Acquisitions and Collections

Description: Detailed information on the acquisition and collection of specimens and artifacts by purchase, gift, donation and exchanges. *Topics:* Policy and general correspondence; tax receipt information for gifts and donations; identification of specific collections and artifacts by collector's name or the name of the artifact; voucher specimens. ***Program Record Number:*** CMN NSD 070

Conservation

Description: Information on the conservation and preservation of specimens through care and maintenance; the provision of a suitable physical environment for storage; correct handling and packaging procedures for their transportation. *Topics:* Policy and general correspondence; information for invertebrate specimens, both wet and dry. ***Program Record Number:*** CMN NSD 075

Loans

Description: Detailed information on incoming and outgoing of artifacts and specimens to other museums, individuals and educational institutions. *Topics:* Policy and general correspondence; loan forms for specific specimens and artifacts; collection and procedures; voucher specimens. ***Program Record Number:*** CMN NSD 080

Publications

Description: Publications and books on research by various scientists and curators within the division. *Topics:* Policy and general correspondence; Syllogeus; book reviews; Freshwater Mollusks; Natural History Notebook series; Publications in Natural Sciences. ***Program Record Number:*** CMN NSD 085

Research

Description: Detailed information on research in invertebrate zoology. *Topics:* General correspondence; research and curatorial needs and priorities; northern research questionnaire; museum data bank research reports; taxonomic research in invertebrates; station lists; archives. ***Program Record Number:*** CMN NSD 090

Vertebrate Zoology

Acquisitions and Collections

Description: Detailed information on the acquisition and collection of specimens and artifacts through gifts, donations, procurements, purchases and exchanges. *Topics:* Policy and general correspondence; gifts and donations; procurement and purchases; exchanges. *Access:* Files are arranged by section (herpetology, ichthyology, mammalogy, ornithology, and ethology). ***Program Record Number:*** CMN NSE 095

Exhibitions

Description: General information on permanent, travelling, special and international exhibitions. *Topics:* General correspondence; Mammal Hall; Bird Hall; Animal Life Hall; Arctic Oasis; Arctica; International Museums Day. ***Program Record Number:*** CMN NSE 100

Loans

Description: Detailed information on loans of incoming and outgoing specimens. *Topics:* Policy and general correspondence; loans to be returned; loan approvals by the Director. *Access:* Files are arranged by section (herpetology, ichthyology, mammalogy, ornithology, and ethology). Loans within the vertebrate ethology section refer to slides and photographs. ***Program Record Number:*** CMN NSE 105

Publications

Description: Information on various research publications, manuscripts and book reviews. *Topics:* Policy and general correspondence; Nature Handbook; Natural History Notebook; individual listing of research publications; referees; manuscripts, book reviews and reprints by author(s). ***Program Record Number:*** CMN NSE 110

Botany

Acquisitions and Collections

Description: Detailed information on the acquisition and collection of specimens and artifacts through purchase, gifts and donations, exchanges. *Topics:* General correspondence; exchanges; gifts and donations; herbarium equipment and supplies; identification requests; annotation of specimens; determination and index; techniques; types; microfilms; fumigation; transaction summaries. ***Program Record Number:*** CMN NSG 115

Exhibitions

Description: Information on exhibitions and displays. *Topics:* Hall of Plant Life. ***Program Record Number:*** CMN NSG 120

Loans

Description: Detailed information on incoming and outgoing loans to other groups, institutions and universities. *Topics:* Loans in; loans out; vascular plants; bryology; lichenology; phycology. ***Program Record Number:*** CMN NSG 125

Publications

Description: Information on various research publications in botany (vascular plants, bryology, lichenology, phycology). *Topics:* General correspondence; Rare Vascular Plants of Canada; Syllogeus. ***Program Record Number:*** CMN NSG 130

Research

Description: The research files of each curator in the division. *Topics:* Dr. Aiken – taxonomy of grasses, aquatic plants, use of computers for key generation; Dr. Argus – taxonomy of Salix, rare and endangered plants of Canada; Dr. Haber – systematics of Pyrola; Dr. Ireland – some common bryophytes of Eastern Canada, moss flora of the maritime provinces, moss flora of arctic North America, endemic mosses of North America, Dicranaceae of Mexico; Dr. Brodo – taxonomy of Lecanora and other general lichens of eastern Canada, lichens of British Columbia, especially of the Queen Charlotte

Islands: Mr. Wong – lichens of southern Ontario; Mr. A. Dugal lists of French, English and Latin names of plants. ***Program Record Number:*** CMN NSG 135

Personal Information Banks

Collections

Description: This bank has complete information pertaining to the collection of objects by the Canadian Museum of Nature. ***Class of Individuals:*** Individuals with which the Canadian Museum of Nature deals, in relation to collecting. ***Purpose:*** To maintain complete information about objects collected or collectable by the Canadian Museum of Nature. ***Access:*** The information is classified by objects. ***Consistent Uses:*** Determination of the value of objects for income tax or insurance purposes. ***Bank Number:*** CMN PPU 005

Contract Files

Description: This bank contains records of all personal and professional service contracts entered into by the Canadian Museum of Nature. The records contain information such as the request for service, the original contractual document, contract payments and reasons for not authorizing payments if the terms of the contract have not been met. Active files are kept within the Contracts Management Section. ***Class of Individuals:*** Information relates to individuals from the private sector under contract for services to CMN. ***Purpose:*** For contracting services legal and financial references. ***Consistent Uses:*** To maintain information on all service contracts entered into by CMN. ***Retention and Disposal Standards:*** Six fiscal years after termination or cancellation of contract, then destroyed. ***TBS Registration:*** 000377 ***Bank Number:*** CMN PPU 010

Individual Requests under the Access to Information Act

Description: Contains formal requests made under the Access to Information Act by individuals for access to records, the replies to such requests, and all records relating to their processing. If applicable, includes information on exemptions claimed, interventions of third parties, complaints received, reports and recommendations of the Information Commissioner and litigation in the Federal and Supreme Courts. ***Class of Individuals:*** Individuals requesting information under the ATI Act. ***Purpose:*** To process such requests. ***Consistent Uses:*** Compiling statistics relating to the administration of the Act. ***Retention and Disposal Standards:*** Two years after last administrative use or request action completed, then destroyed. ***TBS Registration:*** 001680 ***Bank Number:*** CMN PPU 020

Individual Requests under the Privacy Act

Description: Contains formal requests made under the Privacy Act by individuals for access to personal information about themselves, the replies to such requests, and all records relating to their processing. If applicable, includes information on exemptions claimed, complaints received, reports and recommendation of the Privacy Commissioner and litigation in the Federal and Supreme Courts. ***Class of Individuals:*** Individuals requesting information under the Privacy Act. ***Purpose:*** To process such requests. ***Consistent Uses:*** Compiling statistics relating to the administration of the Act. ***Retention and Disposal Standards:*** Two years after last administrative use or request action completed, then destroyed. ***TBS Registration:*** 000378 ***Bank Number:*** CMN PPU 030

Requests from Federal Investigative Bodies

Description: Contains requests for personal information made pursuant to paragraph 8(2)(e) of the Privacy Act by federal investigative bodies, the replies to such requests, the records of information disclosed, any correspondence with the Privacy Commissioner and all records relating to the processing of the requests. ***Class of Individuals:*** Individuals being investigated by federal investigative bodies. ***Purpose:*** To meet the requirements of the Privacy Act. ***Consistent Uses:*** Compiling statistics relating to requests from federal investigative bodies. ***Retention and Disposal Standards:*** Two years after last administrative use or request action completed, then destroyed. ***TBS Registration:*** 000379 ***Bank Number:*** CMN PPU 025

Classes of Personal Information

Some CMN files summarized in the program records contain personal information which is not used in a decision-making process directly affecting the individual to whom it relates. Examples are inquiries about CMN collections, programs and services, information and advice given to individuals by CMN employees about the museum and museum objects, and information about individuals in documents relating to grants or proposed grants to institutions.

These classes of personal information are kept on relevant subject files and are not identifiable by name of the individual or other personal identifier. To retrieve these classes of personal information, the CMN would require as much detail as possible about the subject matter, the geographical location and the date the information would have been sent to or received by the CMN.

The retention period for these classes of personal information are the same as those subject files containing the information and may be subject to the general retention and disposal schedules set down by the National Archives of Canada (GRDS).

Manuals

- Collection Policy
- Conservation Policy
- Print Publication Policy
- Public Programming Policy
- Administration Policy

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Museum, its branches, and its various programs and functions may be directed to:

Communication Division
Canadian Museum of Nature
4th floor, 219 Argyle Street
P.O. Box 3443, Station D
Ottawa, Ontario
K1P 6P4

(613) 990-6416

Reading Room

The Museum's library has been designated, under the Access to Information Act, as a public reading room. The library's address is:

Library
Canadian Museum of Nature
2086 Walkley Road
Ottawa, Ontario

Canadian Patents and Development Limited

Chapter 26

General Information

NOTE: CANADIAN PATENTS AND DEVELOPMENT LIMITED IS NOT SUBJECT TO THE ACCESS TO INFORMATION ACT.

Background

Canadian Patents and Development Limited was incorporated in 1947 to make available to the public, through industry, the industrial and intellectual property which results from publicly funded research and development. CPDL is in the process of being wound up.

Canadian Radio-Television and Telecommunications Commission

Chapter 27

General Information

Background

The Canadian Radio-television and Telecommunications Commission (CRTC) is an independent public authority established by Parliament in 1968 as a successor to the Board of Broadcast Governors, an earlier regulatory agency. Its mandate was to regulate and supervise all aspects of the Canadian broadcasting system. These responsibilities were enlarged in 1976 by the Canadian Radio-television and Telecommunications Commission Act, under which the Commission assumed responsibility from the Canadian Transport Commission for regulating telecommunications carriers within federal jurisdiction.

Responsibilities

In broadcasting matters, the CRTC regulates both the public and private broadcasting sectors. It has the power to issue, renew, amend, suspend or revoke licences and to set any conditions of licence it feels necessary. With respect to federally-regulated telecommunications carriers, the CRTC has the power to ensure that the rates charged by the carriers are just and reasonable, and not unjustly discriminatory. The Commission's approval is also required for traffic and certain other types of agreements and capital stock issues.

In order to fulfil its mandate, the CRTC collects a variety of information on applicants and existing licensees operating broadcasting undertakings (cable, radio and television) across the country. Financial and operating information is collected on a yearly basis in Annual Returns filed under the Statistics Canada Act. Programming on radio and television is monitored: television stations including pay television and specialty services must submit detailed program logs monthly and radio stations must submit their program logs upon request. In the course of the public hearing process, information concerning the applications being heard is made available for public examination, as outlined in the CRTC Rules of Procedure. These public files include the text of any intervention made by anyone wishing to express their views with respect to particular applications or issues raised in public hearings. In telecommunications hearings, interrogatories and other more formal practices may be carried out, as outlined in the CRTC Telecommunications Rules of Procedure. The Commission receives complaints and enquiries from specific individuals or corporations, or interest group regarding both broadcasting and telecommunications. Copies of complaints relating to broadcasting matters are forwarded to the licensee concerned for comment and placed on a file available for examination by the public. In Public Notice 91-90 dated 30 August 1991, the Commission announced its support for the Canadian Broadcast Standards Council (the CBSC), which will administer industry standards and codes of conduct.

Legislation

- Railway Act (1903)
- Canadian Radio-television and Telecommunications Act (1976)
- Cable TV Regulations (1986)
- Radio Regulations (1986)
- Television Broadcasting Regulations (1987)
- National Telecommunications Powers and Procedures Act (1988)
- Pay Television Regulations (1990)
- Specialty Services Regulations (1990)
- Broadcasting Act (1991)

Organization

■ Broadcasting Sector

The broadcasting component is composed of three sectoral activities – Radio, Television, and Cable, Pay and Specialty Services.

■ Radio, Television, and Cable, Pay and Specialty Services

These Directorates are responsible for content policy development, as well as operational compliance, monitoring and analysis of applications. They provide advice on operational, policy and regulatory aspects of the radio, television and cable industries respectively and assist in determining priorities and plans regarding future broadcasting developments.

■ Corporate Management/Secretary General

This Sector is the official point of contact between the Commission and the public. It coordinates Commission activities commonly utilized by both the broadcasting and telecommunications sectors.

■ Secretariat Operations and Licensing Branch

This Branch oversees the Planning and Scheduling Branch, the Proceedings Section, the Public Hearings Branch, the Decisions Branch, and the Licensing Sector. The Branch also exercises functional direction over the four regional offices with respect to regional intelligence gathering activities in the broadcasting and telecommunications fields and to federal-provincial relations. The Branch also administers the Access to Information Act and the Privacy Act.

Regional offices

They are four in number and provide an official CRTC presence in the various regions of Canada to advise headquarters of the concerns of interested parties in their region. They provide information to provincial governments, the industry, the academic community and the public.

Marketing, Ownership and Financial Analysis Branch

This Branch is responsible for the Commission's marketing, financial and ownership analysis policies as well as ownership compliance and control and market success of the broadcasting industry.

Technical Policy, Planning and Analysis Branch

This Branch monitors new technical developments in the broadcasting field and provides day-to-day advice on the technical operations of the broadcasting system.

Information Services Directorate

The Information Services Directorate formulates and evaluates communications strategies, policies and initiatives and is responsible for all public relations activities, as well as for the production and distribution of CRTC publications. The Directorate also responds to briefs, letters, written inquiries and complaints received by the Commission The Directorate also coordinates referral of complaints to the Canadian Broadcast Standard Council (CBSC) in the case of issues covered by industry standards administered by the Council.

Telecommunications Directorate

The principal mandate of this directorate is to ensure that the rates charged by the carriers under federal jurisdiction are just and reasonable and not unjustly discriminatory. The Directorate assesses tariffs and agreements filed for approval by carriers; assists the Commission in the development of regulatory policies, decisions and orders; and identifies and analyzes regulatory issues stemming from individual applications or major hearings.

Economic, Social and Technical Analysis Branch

This Branch analyzes and provides advice to the Commission on rates and tariffs, market structure, current and future regulatory issues, technical issues, service quality and socio-economic aspects of regulatory issues. The Branch is responsible for assessing the carriers' construction programs and for advice to the Commission regarding the depreciation, renewal and amortization of carrier equipment.

Financial Analysis Branch

This Branch is concerned with the financial aspects of rate regulation and the carriers' inter-corporate activities; statistical analysis; accounting; and auditing carrier activities. The Branch is also responsible for the implementation of the inquiries into carrier costs.

Operations Branch

This Branch plans and coordinates telecommunications staff agendas; receives and schedules applications; advises applicants on proper procedure; and formulates, drafts and edits public notices, orders and decisions issued by the Commission. The Branch is also responsible for the resolution of subscriber complaints and inquiries.

Legal Directorate

The CRTC's general counsel and staff provide legal services to the Commission concerning the interpretation and implementation of the CRTC Act and the Broadcasting Act, the various acts on telecommunications, statutory instruments made pursuant to these acts, and the related federal and provincial legislation. Counsel advise the Commission of the legal implications of policy matters, conduct questioning, and advise on procedural matters at public hearings. They also make recommendations and carry out legal proceedings instituted by or against the Commission.

Finance and Management Services Branch

This Branch provides financial, program planning, management and administrative services to ensure the most effective operation of the Commission and the most cost-effective and efficient development and use of new services and facilities. It collects broadcast licence fees and helps to formulate licence fee regulations. The Branch also coordinates informatics activities Commission; maintains a library for communications industry information in Canada; and administers the Commission's records management, mail room and fleet management services.

Personnel Branch

This Branch advises the Chairman and branch directors on all aspects of personnel and special program administration, including employment equity. Responsibility also entails the administration of the CRTC's security function.

Audit and Evaluation Branch

This Branch performs internal audits (financial, compliance, operational), and evaluates program effectiveness. It also studies and reviews regulatory reform.

Information Holdings

Program Records

Advertising Practices

Description: Information on media advertising practices that contravene CRTC policy and regulations. *Topics:* Children's advertising; food and drugs; balanced programming; commercial production; beer, wine and cider advertising. *Access:* Files arranged by public notices. *Program Record Number:* CRT LEG 150

Applications

Description: Information on telecommunications proceedings from the application to the final decision. *Topics:* Applications; interventions; interrogatories; public hearing transcripts; exhibits; public notices; decisions. *Access:* Files arranged by applicant, subject and Public Notice number or Decision number. ***Retention and Disposal Standards:*** Records are retained for twenty years and then destroyed. ***Program Record Number:*** CRT TEL 125

Broadcasting Decisions

Description: Complete computerized index of all applications to the CRTC; also broadcasting and cable decisions. CRTC broadcasting decisions and policy public notices from 1984 to the present are now available for purchase. *Access:* Files arranged by year and decision number. ***Retention and Disposal Standards:*** To be formally approved by the National Archivist. ***Program Record Number:*** CRT BRO 055

Broadcasting Technical Database

Description: Technical information on operating television and radio stations. *Topics:* Coverage areas; frequency; power; other technical parameters. *Access:* Files arranged by location and licensee. ***Storage Medium:*** Computer media and hardcopy. ***Program Record Number:*** CRT BRO 100

Canadian Program Recognition

Description: Information on programs that have been certified as Canadian content since 1960. *Topics:* Program title, duration, production data, type of recognition (Canadian, Special Recognition, Dubbed). *Access:* Updated list published annually. ***Storage Medium:*** Computer media and hardcopy. ***Program Record Number:*** CRT BRO 180

Commission Proceedings

Description: Information on Commission proceedings dealing with broadcasting and telecommunication matters. *Topics:* Public notices; public announcements; decisions; circular letters; telecommunications orders; and public hearing transcripts. *Access:* Files arranged by date, and location of public hearing. ***Storage Medium:*** Public hearing transcripts available on microfilm (1968-1981) and hardcopy. ***Retention and Disposal Standards:*** To be formally approved by the National Archivist. ***Program Record Number:*** CRT SEC 080

Correspondence on Programming

Description: Correspondence on programming between broadcasters, cable operators, the public and the Commission. *Topics:* Complaints, program schedules; applications, equipment surveys; community programming on cable; correspondence on programming in general including political broadcasts and advertising. *Access:* Files arranged by call sign (broadcasting) and by individual licence in numerical order. ***Retention and Disposal Standards:*** To be formally approved by the National Archivist. ***Program Record Number:*** CRT BRO 045

Correspondence on Telecommunications Regulation

Description: Correspondence and agreements between the regulatory agencies and independent telephone companies and other telecommunications carriers. *Topics:* Tariff agreements; general regulations; related correspondence. *Access:* Files arranged by carrier or company. ***Retention and Disposal Standards:*** Records are retained for twenty years and then destroyed. ***Program Record Number:*** CRT TEL 130

Inquiries and Complaints

Description: Inquiries and complaints dealing with services provided by federally regulated telecommunications carriers. *Topics:* Quality of telephone service; construction programs. *Access:* Files arranged by telecommunications carrier or complainant. ***Retention and Disposal Standards:*** Records are retained for ten years and then destroyed. ***Program Record Number:*** CRT TEL 120

Interventions

Description: Information on interventions received by the CRTC to support, oppose or modify an application. *Topics:* Name, address and telephone number of intervener (or agent); text of intervention; and related correspondence. *Access:* Files with originals are arranged by call sign or by individual licence in numerical order. Books with copies of interventions are arranged by date and location of public hearing and applicant name. ***Retention and Disposal Standards:*** To be formally approved by the National Archivist. ***Program Record Number:*** CRT SEC 050

Legal Advice on Broadcasting Issues

Description: Information on internal legal advice on major issues of concern to the Commission in the area of broadcasting. *Topics:* Educational broadcasting; political broadcasts; multilingual and religious broadcasting; communications satellites; pay television; balance in programming; unauthorized broadcasting; obscenity. ***Program Record Number:*** CRT LEG 145

Legal Correspondence on Broadcasting

Description: Information on legal issues involving correspondence between a licensee and the CRTC, as well as advice given to the licensing branch on legal matters. *Topics:* Complaints; share transfers; regulation; commercial deletion and substitution; non-compliance. *Access:* Files arranged by medium and licensee name. ***Program Record Number:*** CRT LEG 140

Licensing, Planning and Control Database

Description: Information on the processing of applications, scheduling of public hearings and licensed radio, television and cable undertakings. *Topics:* Licensees, applications, decisions, public hearings. *Access:* Files arranged by public hearing date, location, applicant, type of application and date in the case of processing of applications; licensee information retrievable by location, name, decision number, expiry date, public hearing, language, program source, network affiliation; public hearing information filed by date and location.

Storage Medium: Computer media and hardcopy. *Program Record Number:* CRT SEC 115

Ownership of Broadcasting Undertakings

Description: Information on the ownership history of radio, television and cable television undertakings. *Topics:* Principal shareholders and holdings; control; multiple ownership; administrators and executives; and security companies. *Access:* Files arranged by company name including holding companies. *Retention and Disposal Standards:* To be formally approved by the National Archivist. *Program Record Number:* CRT BRO 025

Processing of Applications

Description: Information on broadcasting and cable applications. *Topics:* Public hearing decisions, notices; programming evaluations; program schedules and media visit reports. *Access:* Files arranged by company name or applicant name until approved or denied. *Retention and Disposal Standards:* To be formally approved by the National Archivist. *Program Record Number:* CRT BRO 040

Prosecution Cases

Description: Case documentation, court documents and correspondence during litigation. *Topics:* Canadian content violations; unlicensed systems; excessive commercialism; offensive programming; and other violations of regulations. *Access:* Files arranged by licensee. *Program Record Number:* CRT LEG 155

Radio – Broadcasting Profile

Description: General information relating to individuals and/or companies authorized to operate radio broadcasting undertakings (AM or FM) in Canada. *Topics:* Call sign; licensee name; band; format; address and telephone number; region; language; frequency; power of transmission; system number; licensee number; affiliation; first year of operation; market; class; general manager; program director; expiry date; audience information. *Access:* Files arranged by call sign. *Program Record Number:* CRT BRO 165

Radio – Canadian Content Contribution

Description: Canadian content contribution commitments for radio broadcasters in Canada. *Topics:* Commitments by call signs, by province, by region, by ownership; national statistics. *Access:* Files arranged by company name in alpha-numerical order. *Retention and Disposal Standards:* To be formally approved by the National Archivist. *Program Record Number:* CRT BRO 170

Radio Music Hits

Description: A record of all Canadian selections and any selection that appeared on a recognized Canadian and/or American chart (Billboard 100, Billboard AC). *Topics:* Musical selection and authors. *Access:* Files are arranged by title or author. *Retention and Disposal Standards:* To be formally approved by the National Archivist. *Program Record Number:* CRT BRO 175

Statistical Information

Description: Information on all aspects of broadcasting and telecommunications in Canada. *Topics:* AM and FM radio; television and cable television; advertising; licensing; programming; pay television; telephone services; telecommunications carriers; communications satellites; demographics. *Program Record Number:* CRT BRO 085

Tariff Applications

Description: Information on tariff applications by federally regulated telecommunications common carriers. *Topics:* Tariff applications; rates; new tariff items and revisions. *Access:* Files arranged by carrier and tariff number. *Retention and Disposal Standards:* Records are retained for ten years and then destroyed. *Program Record Number:* CRT TEL 135

Technical Briefs

Description: Technical information supplied to the Commission in the form of engineering briefs concerning the establishment of new, or modification to existing, radio and television stations. *Topics:* Applicant name, station identification; location of transmitter; population and households covered by signal; channel frequency and power; signal interference; other relevant engineering data. *Access:* Files arranged by applicant. *Storage Medium:* Computer media. *Program Record Number:* CRT BRO 030

Telecommunications Issues

Description: Information on legal issues involving federally regulated telecommunications carriers. *Topics:* Rates; tariffs; interconnection; equity issues; toll sharing; agreements. *Access:* Files arranged by telecommunications common carrier. *Program Record Number:* CRT LEG 160

Television Advertising Logs

Description: Information on commercial messages, public service announcements, program promotions and station identification messages. *Topics:* Date and time of broadcast, duration, title of commercial announcement or message. *Access:* Files arranged by station, by year and month. *Storage Medium:* Computer media and hardcopy. *Program Record Number:* CRT BRO 110

Television Program Logs

Description: Information on television programs. *Topics:* Data and time of broadcast; duration; program title; production source; country of origin; program category; other data obtained from station logs. *Access:* EDP logs are arranged by station, month and year. Hardcopy logs are arranged by station in numerical order. *Storage Medium:* Computer media and hardcopy. *Retention and Disposal Standards:* Records from stations are retained for two years, from networks, pay television, satellite distribution networks for three years and from CBC for give years. *Program Record Number:* CRT BRO 105

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting
Acts and Legislation
Administration
Administration and Management Services
Audits
Budgets
Buildings and Properties
Buildings
Classification of Positions
Co-operation and Liaison
Employment and Staffing
Equipment and Supplies
Finance
Furniture and Furnishings
Human Resources
Occupational Health, Safety and Welfare
Office Appliances
Official Languages
Pensions and Insurance
Personnel
Procurement
Salaries and Wages
Staff Relations
Training and Development
Utilities
Vehicles

Personal Information Banks

Access Request Data Bank

Description: This bank contains the access request forms sent by individuals, the replies to such requests and information related to their processing. *Class of Individuals:* Members of the public who have made access requests to the Commission. *Purpose:* The bank is used for processing access requests only, and to report on the number of access requests received annually. *Retention and Disposal Standards:* Records are retained for two years and then destroyed. *TBS Registration:* 001820 *Bank Number:* CRT PPU 060

Annual Returns

The purpose of this bank is to maintain a record of financial analysis and ownership information relating to individuals and/or companies authorized under the Broadcasting Act to own and operate broadcasting undertakings (cable, AM, FM or TV) in Canada. Some of the financial data contained is used in the assessment of annual licence fees to be paid by licensees. Assessments and a record of payments are maintained. The annual returns are filed alphabetically on a national basis and are used in (a) compiling and analyzing the broadcasting industry, e.g. growth trends and industry performance; and (b) preparing financial analysis comments for the various public hearings held across the country with respect to the granting or renewing of licences for broadcasting undertakings. *Retention and Disposal Standards:* Files are retained for 12 years and then destroyed. *Bank Number:* CRT PPU 015

Applicants File

The purpose of this bank is to provide information on individuals, partnerships, and individuals doing business under a registered name, relative to obtaining, renewing and amending a licence for broadcasting undertakings. This bank contains identification of the applicant; investment (equity and/or securities) held by the applicant in a Canadian Radio-television Telecommunications Commission licence holder, newspaper or other media publisher, theatre or cinema, advertising agency, broadcasting sales representative, broadcasting program material producer or distributor, music recording producer or music publisher, lessor of property, plant or equipment of the licensee, company owning securities in any of these categories, potential advertising client of the undertaking; staff information; service information; capital costs and facilities; and financial operations. *Bank Number:* CRT PPU 035

Complaints and Representations File

The purpose of this file is to maintain a record of any person who wishes to lodge a complaint with or make any representation to the Commission, with respect to any matter within the powers of the Commission that is not directed to any application. The file contains the name, address, and telephone number of the person and agent, if any, lodging the complaint or making a representation and the nature of the complaint. Copies of the complaints are also placed on a file available for examination by the public. *Retention and Disposal Standards:* To be formally approved by the National Archivist. *Bank Number:* CRT PPU 005

Interveners File

The purpose of this file is to maintain a record of any person who is interested in an application and who wishes to file with the Commission an intervention for the purpose of supporting, opposing or modifying an application. The file contains the name, address and telephone number of the intervenor and his or her agent, if any. Details accompany the interventions on most occasions. Interventions are public documents and are retained on a file available for examination by the public and by public hearing date. *Retention and Disposal Standards:* To be formally approved by the National Archivist. *Bank Number:* CRT PPU 040

Legal Branch

The purpose of this bank is to provide a record of legal opinions and advice given to the Canadian Radio-television Telecommunications Commission by this branch and other sources and to retain some of the material upon which such advice was given. The bank provides a record of prosecutions and investigations conducted by this branch and retains some of the material upon which such prosecutions and investigations were contemplated or carried out. It also provides a record of cases in which the CRTC is involved and some other material relevant to such cases. ***Bank Number:*** CRT PPU 045

Ownership Profiles

The purpose of this bank is to maintain a record of ownership profiles relating to individuals authorized under the Broadcasting Act to own and operate broadcasting undertakings in Canada. The bank contains the name of the individual ownership shareholding, together with the location and type of undertaking (cable, AM, FM or TV). The bank is established on a national basis and is used in preparing ownership comments (Factum Book) for the various public hearings held across the country, with respect to the granting of licences for broadcasting undertakings. ***Retention and Disposal Standards:*** To be formally approved by the National Archivist. ***Bank Number:*** CRT PPU 010

Personal Service Contracts

The purpose of this bank is to maintain a record of individuals who have been engaged under contract by the Commission. It contains basic data such as social insurance number, educational qualifications, employment history, appointment and termination dates, amount of fees paid and other allowable expenses and payments. The information is used to determine taxable income and to issue the T-4 Supplementary for income tax purposes, and as source data for personnel required to carry out special studies from time to time. ***Retention and Disposal Standards:*** Files are retained for six fiscal years and then destroyed. ***Bank Number:*** CRT PPU 050

Programming Correspondence Files

The purpose of this bank is to maintain a correspondence with licensees, including AM and FM radio, television and cable TV, concerning programming matters such as logs, tape records of programs, commercials, and Canadian content. Comments, enquiries, and complaints cover a wide range of topics, most of which are related to the Broadcasting Act, 1968, and regulations under the Act. ***Retention and Disposal Standards:*** To be formally approved by the National Archivist. ***Bank Number:*** CRT PPU 020

Telecommunications Complaints, Inquiries and Briefs

The purpose of this bank is to provide a depository for case files pertaining to complaints and/or inquiries from customers or users of telecommunications services, furnished by the telecommunications companies under the Commission's jurisdiction. Such files contain all information relevant to the submission, processing, investigation and disposition of such complaints or inquiries, and include correspondence between the individual originating the complaint or inquiry and the Commission, as well as investigative material and correspondence between the Commission and the telecommunications company against which the complaint or inquiry is directed. Complaints and inquiries deal with such matters as quality of service, rates and charges, credit and collection practices. The information in this bank deals only with the federally-regulated telecommunications companies. The files in this bank are active only during the period of investigation or inquiry, normally 30 to 60 days, after which they are closed. ***Retention and Disposal Standards:*** Files are retained for 10 years and then destroyed. ***Bank Number:*** CRT PPU 025

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

General information can be obtained either in person, by telephone, or by writing to CRTC headquarters at:

Central Building,
Les Terrasses de la Chaudière,
1 Promenade du Portage,
Hull, Quebec.

Please specify the appropriate CRTC service and floor:

Library, 2nd Floor
Phone: (819) 997-4484

Public Examination Room
2nd Floor
Phone: (819) 997-2429

Information Services, 5th Floor
Phone: (819) 997-0313
TDD: (819) 994-0423
Telex: 053-4253
Telecopier: (819) 994-0218

The CRTC maintains four regional offices to establish the Commission's presence across the country. These offices provide a link between the head office and the licensees, federally-regulated carriers, provincial and municipal governments, local groups, and the public.

In addition to searching out areas needing new broadcasting services, and assessing existing services, the regional offices are available to provide general information and assistance to the public, applicants, interveners, federally-regulated carriers and licensees in the regions.

Atlantic Region
Director General
Canadian Radio-television and Telecommunications Commission
Bank of Commerce Building
1809 Barrington Street, Suite 1007
Halifax, Nova Scotia
B3J 3K8

Phone: (902) 426-7997
TDD: (902) 426-6997
Telecopier: (902) 426-2721

Quebec Region
Director General
Canadian Radio-television and Telecommunications
Commission
Complex Guy Favreau, East Tower
200 René-Lévesque Blvd. West, Room 602
Montreal, Quebec
H2Z 1X4

Phone: (514) 283-6607
TDD: (514) 283-8316
Telecopier: (514) 283-3689

Midwest Region
Director General
Canadian Radio-television and Telecommunications
Commission
Kensington Building
275 Portage Avenue
Suite 1810
Winnipeg, Manitoba
R3B 2B3

Phone: (204) 983-6306
TDD: (204) 983-8274
Telecopier: (204) 983-6317

Pacific Region
Director General
Canadian Radio-television and Telecommunications
Commission
Suite 1380, 800 Burrard Street
Vancouver, British Columbia
V6Z 2G7

Phone: (604) 666-2111
TDD: (604) 666-0778
Telecopier: (604) 666-8322

Reading Room

The Commissions's library has been designated under the Access to Information Act as a public reading room. The address is:

Central Building,
Les Terrasses de la Chaudière,
1 Promenade du Portage, 2nd Floor,
Hull, Quebec.

Canadian Saltfish Corporation

Chapter 28

General Information

Background

The Saltfish Act, 1970, gives the Corporation a monopoly on the inter-provincial and export trade in cured codfish (Gadidae family) produced in the province of Newfoundland and Labrador and on the lower north shore of the province of Quebec. The Corporation is listed in Schedule III, Part 1, of the Financial Administration Act.

Responsibilities

The Canadian Saltfish Corporation is mandated to improve the earnings of primary producers of cured saltfish.

Legislation

- Saltfish Act (1970)

Organization

The board of directors of the Corporation is composed of a chairman, a president, one director from each participating province, as well as five other directors. Each director is appointed by the Governor in Council to hold office for a period not exceeding three years. The chairman and the president hold office at pleasure. Provincial directors are recommended by the lieutenant-governor of the province concerned.

Some saltfish processing companies in the region specified in the Corporation's mandate have become its agents for the purchase, handling and preparation of products.

Information Holdings

Program Records

Fishermen's Assistance Programs
Description: Case files on fish grade, fish size and catch value (weight and dollars). *Program Record Number:* SFC SFC 005

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Acts and Legislation
Administration
Administration and Management Services
Audits
Budgets
Buildings
Buildings and Properties
Classification of Positions
Co-operation and Liaison
Employment and Staffing
Equipment and Supplies
Finance
Furniture and Furnishings
Human Resources
Lands
Occupational Health, Safety and Welfare
Office Appliances
Official Languages
Pensions and Insurance
Personnel
Procurement
Salaries and Wages
Staff Relations
Training and Development
Utilities
Vehicles

Personal Information Banks

Fishermen's Records
This bank contains data on purchases of fish by the Corporation in the area it serves. The data are detailed as to quantities and values for each fisherman. This information relates to fishermen from whom the Corporation has purchased fish, and is used for administrative and statistical purposes. Information is also used as a basis for distribution of additional payments to fishermen as a result of the Corporation's operations. The bank provides reports to the Corporation on areas, grades, sizes and values of fish purchases. *Bank Number:* SFC PPU 005

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Corporation and its functions may be addressed to:

The Comptroller
Canadian Saltfish Corporation
P.O. Box 9440
St. John's, Newfoundland
A1A 2Y3
(709) 772-6069

Reading Room

In accordance with the Access to Information Act an area on the premises of the Corporation will be made available as a public reading room. The address is:

Torbay Road,
St. John's, Newfoundland.

Canadian Security Intelligence Service

Chapter 29

General Information

Background

The Canadian Security Intelligence Service (CSIS) operates pursuant to the Canadian Security Intelligence Service Act.

Responsibilities

CSIS collects, analyzes and retains information and intelligence respecting activities that may on reasonable grounds be suspected of constituting threats to the security of Canada, and reports to and advises the Government of Canada in relation to these matters.

The Service also plays a role in providing security assessments to departments of the Government of Canada (in accordance with section 13 of the CSIS Act and government security policy) and may provide security assessments to the government of a province or any department thereof, any police force in a province, and to the government of a foreign state or institution thereof or an international organization of states or institutions thereof when a security clearance is a required condition of employment. As well, CSIS may advise any Minister of the Crown on matters relating to the security of Canada, or provide any Minister of the Crown with information relating to security matters or criminal activities that is relevant to the exercise of any power or the performance of any duty or function by that Minister under the Citizenship Act or the Immigration Act, 1976. It may also conduct such investigations as are necessary in order to provide security assessments or advice to Ministers.

Further, CSIS may, in relation to the defence of Canada or the conduct of international affairs, assist the Minister of National Defence or the Secretary of State for External Affairs, within Canada, in the collection of information or intelligence relating to the capabilities, intentions or activities of any foreign state or group of foreign states or any person other than a Canadian citizen or permanent resident, or corporation.

Legislation

- Canadian Security Intelligence Service Act

Organization

A breakdown of organizational units within the Service is not provided, for security considerations. Information holdings on all program records are within the functional activity of the Deputy Director, Corporate Management and Support Services.

Information Holdings

Program Records

Communications Security
Description: Information on the evaluation and need for secure communications and the selection, installation and maintenance of communication security equipment. *Topics:* Planning and research of cryptographic equipment; training of personnel; liaison with other government departments and countries; acquisition, installation and maintenance of cryptographic and other high security communication equipment; technical standards and operational procedures of communications security (Comsec) equipment; electromagnetic interference (EMI) evaluations and specifications; and Comsec Policy and Guidelines. ***Storage Medium:*** Hardcopy and microfiche. ***Access:*** By activity, program or project. ***Program Record Number:*** SIS DDS 015

Corporate Management and Secretariat
Description: Information on matters relating to policy planning and coordination of the Canadian Security Intelligence Service (CSIS) activities prepared for the Director and senior management. *Topics:* Planning and accountability reporting of CSIS activities; briefing for CSIS meetings held internally, interdepartmentally and internationally; ministerial correspondence; Housebook cards; special projects and correspondence; creation and amendment to CSIS policy and directives. ***Access:*** By subject matter. ***Storage Medium:*** Hardcopy and/or EDP systems. ***Program Record Number:*** SIS DDS 040

Counter-intelligence and Counter-terrorism
Description: Information on past, current and projected threats to the security of Canada as defined in the Canadian Security Intelligence Service Act; briefly, espionage or sabotage that is against or is detrimental to the interest of Canada; or, activities directed toward or in support of such activity; foreign influenced activities within or relating to Canada that are detrimental to the interest of Canada, and are clandestine or deceptive, or involve a threat to any person; activities within or relating to Canada directed toward or in support of the threat or use of acts of serious violence against persons or property for the purpose of achieving a political objective within Canada or a foreign state; and, activities directed toward undermining by covert unlawful acts, or directed toward or intended ultimately to lead to the destruction or overthrow by violence of the constitutionally established system of government in Canada. ***Topics:*** Organizations and groups engaged in the above activities, threat assessments, emergency measures and contingency plans. ***Storage Medium:*** Hardcopy, EDP or microfiche. ***Access:*** By topic, group or organization. ***Program Record Number:*** SIS DDS 010

Disclosure/Policy and Research – Access to Information and Privacy Acts

Description: This class of records contains CSIS policy and procedures relating to formal access requests, correction requests, annotation demands, complaints and preparation for court proceedings in the administration of the Access to Information Act and the Privacy Act (ATIP). ***Topics:*** Records relating to the annual updating of Info Source; consultations with other government departments regarding the processing of formal requests under ATIP; policies and procedures regarding exemption application, disclosure of records; statistics regarding the processing of formal requests; and both internal and external reports prepared on the ATIP program within CSIS. ***Program Record Number:*** SIS DDS 035

Internal Security

Description: Information on all aspects of administering a security program, including management, supervision, coordination and audit of personnel, polygraph and physical security programs to ensure that standards are established and maintained. ***Topics:*** Policy; security reports; statistics; security surveys; security briefings; personnel and property security; investigations and breaches of security. ***Access:*** By topic. ***Storage Medium:*** Hardcopy and/or EDP systems. ***Program Record Number:*** SIS DDS 025

Scientific, Technical and Operational Support

Description: Information on matters affecting the administration, policy, statistics and management functions regarding scientific/forensic, technical, electronic and telecommunications support to CSIS investigations, through the provision of equipment and expertise in the field of audio, visual or physical surveillance. ***Topics:*** Research, development and acquisition of technical equipment; multilingual translation services; the procedures and documentation necessary to the obtaining of warrants, pursuant to sections 16, 21, 22 and 23 of the Canadian Security Intelligence Service Act. There may be limited information regarding security engineering and security systems. ***Access:*** By project or topic. ***Storage Medium:*** Microfilm, hardcopy and EDP systems. ***Program Record Number:*** SIS DDS 030

Security Assessments

Description: Information on the administration, policy, statistics and management functions of the security assessment programs of the Service, conducted under section 13 of the Canadian Security Intelligence Service Act and government security policy. This includes policy development, research and statistics relating to the programs where an appraisal is made of an individual's loyalty and reliability; arrangements with the government of a province or a department thereof, or any police force in a province to provide security assessments; arrangements with the government of a foreign state, international organization of states or any institution thereof to provide security assessments. Information is also held in respect to policy and procedures to provide advice for citizenship and immigration programs in accordance with section 14 of the Canadian Security Intelligence Service Act. ***Topics:*** Policy development, co-operation and liaison with government agencies (domestic and foreign). ***Access:*** By topic. ***Storage Medium:*** Hardcopy and/or EDP systems. ***Program Record Number:*** SIS DDS 005

Sources of Information

Description: Information on the administration, policy and management functions of all human source operations. ***Topics:*** Policy development and management of sources. ***Access:*** By topic. ***Storage Medium:*** Hardcopy, microfiche or EDP systems. ***Program Record Number:*** SIS DDS 020

Personal Information Banks

Access Request Records

Description: This bank contains personal information on individuals who have submitted a request form for CSIS information banks under the Privacy Act or Access to Information Act. Included are corrections, notations, consultations with other government institutions or third parties; exemptions, exclusions, disclosures, complaints and summation of records for Court. Documents pertaining to the processing of the request are included. ***Class of Individuals:*** Individuals or authorized agents who have submitted a "Personal Information Request Form" or an "Access to Information Request Form" to a federal or provincial institution. ***Purpose:*** Information may be used to enable CSIS to comply with the Privacy Act and the Access to Information Act and to process Personal Information Request Forms and requests under the Access to Information Act. ***Consistent Uses:*** Personal information may be used for the management of CSIS, research, planning, evaluation and statistical purposes. ***Retention and Disposal Standards:*** As a requirement of the Privacy Act Regulations, information is retained until all avenues of legal appeal have been exhausted with a minimum retention of two years. ***TBS Registration:*** 001681 ***Bank Number:*** SIS PPU 020

Canadian Security Intelligence Service Investigational Records

Description: This bank contains personal information on identifiable individuals whose activities are suspected of constituting threats to the security of Canada; on identifiable individuals who are or were being managed as confidential sources of information; on identifiable individuals no longer investigated by CSIS but whose activities did constitute threats to the security of Canada and which still meet the collection criteria stipulated in section 12 of the CSIS Act, and on identifiable individuals the investigation of whom relate to the conduct of the international affairs, the defence of Canada or any state allied or associated with Canada or the detection, prevention or suppression of subversive or hostile activities. ***Class of Individuals:*** Individuals suspected of espionage or sabotage against Canada or the interests of Canada; foreign influenced activities within or relating to Canada that are clandestine or deceptive or involve a threat to any person; activities within or related to Canada directed toward the use of serious acts of violence to achieve a political objective within Canada or a foreign state; or activities directed toward the unlawful covert undermining, or the overthrow by violence, of the constitutionally established government system in Canada; or any other activities described in the definition of "threats to the security of Canada" at section 2 of the CSIS Act; individuals identified relating to national security, the defence of Canada or the conduct of the international affairs of Canada; and individuals who are confidential sources of information. ***Purpose:*** Collected under section 12 of the CSIS Act with respect to threats to the security of Canada; under section 15 concerning the collection of information for the purpose of providing advice pursuant to section 14; and under section 16 concerning the collection of information or intelligence relating to the capabilities, intentions or activities of foreign states and certain persons. ***Consistent Uses:*** CSIS may only disclose information it obtains if it does so in accordance with the controls of subsection 19(2) of the CSIS Act. First, it may disclose information for the purposes of the performance of its duties and functions under the CSIS Act or the administration or enforcement of that Act, or as required by any other law. The Service may thus disclose personal information to the Government of Canada, for example, as part of its duty to report, and give advice, thereto in relation to activities suspected of constituting threats to the security of Canada. Secondly, where the information in its possession may be used in the investigation or prosecution of an alleged contravention of the law, or where it relates to the conduct of Canada's international affairs or to the defence of Canada, then it may be disclosed to the appropriate police officials and Attorney General; to the Secretary of State for External Affairs, and to the Minister of National Defence, respectively. Thirdly, information may be disclosed where, in the opinion of the Minister, disclosure to any Minister of the Crown or person in the Public Service of Canada is essential in the public interest and that interest clearly outweighs any invasion of privacy that could result from the disclosure. Pursuant to section 13 and 14 of the CSIS Act, CSIS may also disclose information in the preparation of a domestic or foreign security assessment, or in providing advice under the Citizenship Act, or Immigration Act. Personal information may also be disclosed to the Inspector General and the Security Intelligence Review Committee. Information in this bank may also be used for research, planning, evaluation and statistical purposes. An exemption is being requested. ***Retention and Disposal Standards:*** Information in this bank may be retained from two years to thirty years, subject to the retention and disposal schedules approved by the National Archivist. When files have been designated as historical, they may be transferred to the custody and control of the National Archives of Canada. ***TBS Registration:*** 002872 ***Bank Number:*** SIS PPU 045

Canadian Security Intelligence Service Records

Description: This bank contains information on individuals whose activities may, on reasonable grounds, be suspected of directly relating to espionage or sabotage that is against or is detrimental to the interests of Canada; or activities directed toward or in support of such activity; foreign influenced activities within or relating to Canada that are detrimental to the interests of Canada, and are clandestine or deceptive, or involve a threat to any person; activities within or relating to Canada directed toward or in support of the threat or use of acts of serious violence against persons or property for the purpose of achieving a political objective within Canada or a foreign state; and, activities directed toward undermining by covert unlawful acts, or directed toward or intended ultimately to lead to the destruction or overthrow by violence of the constitutionally established system of government in Canada. This bank also contains records relating to the management of human sources. This bank may also contain personal information that, in relation to the defence of Canada or to the conduct of the international affairs of Canada, pertains to the capabilities, intentions; or activities of any foreign state or group of foreign states; of any person other than a Canadian citizen or permanent resident; or, any corporation except one incorporated pursuant to the laws of Canada or of any province. ***Class of Individuals:*** Individuals suspected of espionage or sabotage against Canada or to the interests of Canada; foreign influenced activities within or relating to Canada that are clandestine or deceptive or involve a threat to any person; activities within Canada directed toward the use of serious acts of violence to achieve a political objective within Canada or a foreign state; or activities directed toward the unlawful covert undermining, or the overthrow by violence, of the constitutionally established government system in Canada. ***Purpose:*** Collected under section 12 of the CSIS Act with respect to threats to the security of Canada; and under section 16 concerning the collection of information or intelligence relating to the capabilities, intentions or activities of foreign states and certain persons. ***Consistent Uses:*** CSIS may only disclose information it obtains if it does so in accordance with the controls of subsection 19(2) of the CSIS Act. First, it may disclose information for the purposes of the performance of its duties and functions under the CSIS Act or the administration or enforcement of that Act, or as required by any other law. The Service may thus disclose personal information to the Government of Canada, for example, as part of its duty to report, and give advice, thereto in relation to activities suspected of constituting threats to the security of Canada. Secondly, where the information in its possession may be used in the investigation or prosecution of an alleged contravention of the law, or where it relates to the conduct of Canada's international affairs or to the defence of Canada, then it may be disclosed to the appropriate police officials and Attorney General; to the Secretary of State for External Affairs, and to the Minister of National Defence, respectively. Thirdly, information may be disclosed where, in the opinion of the Minister, disclosure to any Minister of the Crown or person in the Public Service of Canada is essential in the public interest and that interest clearly outweighs any invasion of privacy that could result from the disclosure. Pursuant to sections 13 and 14 of the CSIS Act, CSIS may also disclose information in the preparation of a domestic or foreign security assessment, or in providing advice under the Citizenship Act, or Immigration Act. Personal information may also be disclosed to the Inspector General and to the

Security Intelligence Review Committee. This bank may be used as a source of information or for linking with other information sources for the purposes of fulfilling CSIS's legislated mandate. All linkages are in compliance with the provisions of the Privacy Act. This information may also be used for audit, research, planning, evaluation and statistical purposes. ***Retention and Disposal Standards:*** Information in this bank may be retained from two years to thirty years, subject to the retention and disposal schedules approved by the National Archivist. When files have been designated as historical, they may be transferred to the custody and control of the National Archives of Canada. ***TBS Registration:*** 000836 ***Bank Number:*** SIS PPU 010

Canadian Security Intelligence Services Records

Description: This bank consists of dated, less sensitive information on individuals who came to the attention of the former RCMP Security Service while carrying out its responsibilities pertaining to informing the government of national security concerns. This bank may also contain similar information on individuals who incidently came to the attention of CSIS as a result of carrying out its mandate under section 12 of the CSIS Act. ***Class of Individuals:*** Individuals, the nature of whose actions or activities caught the attention of CSIS or of its predecessor, the former RCMP Security Service, while investigating: espionage or sabotage against Canada detrimental to the interests of Canada; foreign influenced activities within or relating to Canada that were clandestine or deceptive or involved a threat to any person; activities within Canada that were directed toward the use of serious acts of violence to achieve a political objective within Canada or a foreign state; or activities that were directed toward the unlawful covert undermining, or the overthrow by violence, of the constitutionally established government system in Canada. ***Purpose:*** Collected and obtained by the former RCMP Security Service and by CSIS under section 12 of the CSIS Act concerning threats to the security of Canada. ***Consistent Uses:*** CSIS may only disclose information if it does so in accordance with the controls of subsection 19(2) of the CSIS Act. First, it may disclose information for the purposes of the performance of its duties and functions under the CSIS Act or the administration or enforcement of that Act, or as required by any other law. The Service may thus disclose personal information to the Government of Canada, for example, as part of its duty to report and give advice to the government regarding activities suspected of constituting threats to the security of Canada. Secondly, where the information in the Service's possession may be used in the investigation or prosecution of an alleged contravention of the law, or where it relates to the conduct of Canada's international affairs or to the defence of Canada, then the information may be disclosed to the appropriate police officials and to the Attorney General, the Secretary of State for External Affairs, and the Minister of National Defence, respectively. Thirdly, information may be disclosed where, in the opinion of the Minister, disclosure to any Minister of the Crown or person in the Public Service of Canada is essential to the public interest and that interest clearly outweighs any invasion of privacy that could result from the disclosure. Personal information may also be disclosed to the Inspector General and to the Security Intelligence Review Committee. This bank may be used as a source of information or for linking with other information sources for the purposes of fulfilling CSIS's legislated mandate. All linkages are in compliance with the provisions of the Privacy Act. This information may also be used for audit, research, planning, evaluation and statistical purposes. ***Retention and Disposal Standards:*** Information in this bank is under continuous review and files are disposed of in accordance with the retention and disposal schedules as approved by the National Archivist. When files have been designated as historical, they may be transferred to the custody and control of the National Archives of Canada. ***TBS Registration:*** 000837 ***Bank Number:*** SIS PPU 015

Complaints Against CSIS or Its Employees

Description: This bank contains complaints communicated to CSIS, the Security Intelligence Review Committee (SIRC) or the Office of the Solicitor General of Canada against CSIS or its employees, and any record generated to resolve such complaints that is under CSIS control. In addition to the requirements indicated on the Personal Information Request form, individuals must provide the location where the complaint was reported and the nature of the complaint to retrieve the information of interest for processing. ***Class of Individuals:*** Individuals involved in complaints against CSIS or its employees. ***Purpose:*** To determine the validity of complaints and to record any corrective measures taken, including recommendations for disciplinary or misconduct proceedings. ***Consistent Uses:*** Used in disciplinary and misconduct processes under the CSIS Act. The SIRC or the Inspector General may also use information in this bank to conduct investigations of CSIS. Information in this bank may also be used for the management of CSIS, research, planning, evaluation and statistical purposes. ***Retention and Disposal Standards:*** A minimum of two years after the last documentation on the individual complaint file. However, letters of complaint may be destroyed after one year. ***TBS Registration:*** 002762 ***Bank Number:*** SIS PPU 035

CSIS Candidates

Description: This personal information bank contains recruitment documents or applications for employment with CSIS and any related correspondence. This bank may also contain personnel or staffing interviews, psychological tests, test results and analysts' reports. ***Class of Individuals:*** Potential CSIS candidates. ***Purpose:*** To meet the human resource needs of CSIS. ***Consistent Uses:*** Information may be transferred to an employee bank if the individual is offered and accepts employment. The candidate's skills may be assessed and, if deemed suitable, may be invited to serve in a capacity other than the position or level of initial interest. This information may also be used for research, planning, evaluation and statistical purposes. ***Retention and Disposal Standards:*** Retained a minimum of two years. However, unsolicited applications are destroyed after six months. ***TBS Registration:*** 000839 ***Bank Number:*** SIS PPU 025

Information Requested From Investigative Bodies

Description: This bank contains copies of the written requests or Treasury Board Forms 350-56 (83/2) (Request for Disclosure to Federal Investigative Bodies) forwarded by investigative bodies, listed in Schedule II of the Privacy Regulations, to CSIS under paragraph 8(2)(e) of the Privacy Act. This bank contains the replies to such requests and particulars related to their processing. ***Class of Individuals:*** Individuals under investigation, or individuals who have been investigated, and for whom personal information was requested from CSIS. ***Purpose:*** This information was compiled to comply with the Privacy Act to enable CSIS to account for the number of requests it has replied to under paragraph 8(2)(e) of the Privacy Act. The information will allow the Privacy Commissioner to audit the procedures utilized as set out in Treasury Board Guidelines. ***Consistent Uses:*** The information is used to verify the conditions of disclosure and to account to the Privacy Commissioner for the number of requests received annually. This information may also be used for research, planning, evaluation and statistical purposes. ***Retention and Disposal Standards:*** Personal information in this bank will be kept a minimum of two years or until all legal processes have been completed. ***TBS Registration:*** 001682 ***Bank Number:*** SIS PPU 030

Security Assessments/Advice

Description: This bank contains personal information on individuals who are or have been the subject of a request for a security assessment for pre-employment/employment with federal government departments and the private sector working under federal government contracts, when a security clearance is a required condition of employment. Similar records are held in respect to security assessments required by a provincial government, a foreign state, or an international organization of states. This bank may also contain criminal records, security analyses, security assessments and investigative reports, related correspondence and a notation of the level of security clearance granted. In addition, this bank may hold information on persons who have been the subject of security screening under the Citizenship Act or Immigration Act. ***Class of Individuals:*** Persons for whom CSIS was asked to provide a security assessment or advice, including CSIS employees; and individuals seeking citizenship, permanent residence or refugee status in Canada. By virtue of the screening process, personal information may be held on individuals who are not themselves the subject of the security assessment. ***Purpose:*** Collected under section 15 of the CSIS Act to provide security assessments pursuant to section 13 or advice pursuant to section 14, of the Act. ***Consistent Uses:*** Pursuant to sections 19(2), 13 and 14 the CSIS Act, CSIS may disclose information or may match information in the preparation of a domestic or foreign security assessment or in providing advice pertinent to the Citizenship Act or Immigration Act. It may also be used for data matching. All linkages for the purposes of conducting lawful investigations in matters which may on reasonable grounds, be suspected of constituting threats to the security of Canada and in other lawful investigations are in compliance with the provisions of the Privacy Act. In addition, information may be provided to the Inspector General and the Security Intelligence Review Committee, the Federal Court and the Supreme Court. This information may also be used for research, planning, evaluation and statistical purposes. ***Retention and Disposal Standards:*** Information in this bank may be retained from two years to twenty years, subject to the Retention and Disposal schedules approved by the National Archivist. When files have been designated as historical, they may be transferred to the custody and control of the National Archives of Canada. ***TBS Registration:*** 000835 ***Bank Number:*** SIS PPU 005

Unlawful Conduct Investigations

Description: This bank contains allegations, investigational reports, interviews, reports to the Solicitor General of Canada and related correspondence collected, pursuant to subsection 20(2) of the Canadian Security Intelligence Service (CSIS) Act, of activities by CSIS employees who may have acted unlawfully in the purported performance of the duties and functions of the CSIS under the CSIS Act. ***Class of Individuals:*** Individuals involved in investigations conducted under subsection 20(2) of the CSIS Act. ***Purpose:*** To determine the validity of allegations of unlawful conduct by CSIS employees and to take appropriate corrective measures if required. ***Consistent Uses:*** Information in this bank may be disclosed to the Attorney General of Canada and to the Security Intelligence Review Committee for further investigation. Information in this bank may be used in disciplinary and misconduct processes under the CSIS Act. This information may also be used for the management of CSIS, research, planning, evaluation and statistical purposes. ***Retention and Disposal Standards:*** Personal information in this bank will be kept for a minimum of five years. The National Archives of Canada is required to be consulted before disposal of this information. ***Bank Number:*** SIS PPU 040

Classes of Personal Information

In the course of carrying out the daily investigative activities and functions of the Canadian Security Intelligence Service, personal information may be accumulated such as in the security assessments program which is not described in the specific personal information banks. This information is not used for an administrative purpose affecting an individual, and can include names, addresses and other identifying data. This information is stored as part of the other general subject files. Such information is only retrievable if full specifics are provided concerning the subject matter. The retention period for this form of information is in accordance with the retention and disposal schedules associated with the subject files in which they are stored.

Unsolicited opinions or requests for information are received by way of signed letters. This information is not used for an administrative purpose, other than to respond in some instances to the individual. This correspondence is stored in a file associated with the subject matter, and is disposed of in a manner authorized by the National Archivist.

Manuals

- Administration Manual
- Operational Manual
- Technical Aids, Policy and Procedures Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Date and place of birth must be included in any request made under the Privacy Act to verify that it is you, and not someone else, asking for the information.

Reading Room

The reading room of the Ministry of the Solicitor General of Canada has been designated under the Access to Information Act as a public reading room. The address is:

340 Laurier Avenue West (Street Level),
Ottawa, Ontario.

Canadian Space Agency

Chapter 30

General Information

Background

The Act of Parliament establishing the Canadian Space Agency was proclaimed into force on December 14, 1990. The Canadian Space Agency was created from divisions of the former Ministry of State for Science and Technology (MOSST), the National Research Council of Canada (NRC), the Department of Communications (DOC) and Energy Mines and Resources (EMR).

Responsibilities

The objects of the Canadian Space Agency are to promote the peaceful use and development of space, to advance the knowledge of space through science and to ensure that space science and technology provide social and economic benefits for Canadians.

Legislation

- The Canadian Space Agency Act.

Organization

Executive Offices

The President and the Executive Vice-President are the chief executive officers of the Canadian Space Agency. They are assisted by the Vice-President Operations, the Vice-President Research and Applications, the Director General Policy and External Relations and the Director General Corporate Services. A Legal Advisor and an Audit and Evaluation Committee are also part of the executive offices.

Operations

- **Canadian Astronaut Program Office**

The Canadian Astronaut Program maintains and trains astronauts to encourage and support the development and execution of Canadian scientific and technological programs in space, including the international Space Station Program. Canada's Astronauts collaborate with industry, universities and other institutes to undertake research that can be classified in two broad categories; space life sciences related to the adaptation of humans to microgravity, and applied sciences research to develop hardware and experiments to fly in microgravity. This type of research contributes to the development of new medical techniques and treatments, contributes to the advancement of space exploration, and may lead to the development of new products and processing techniques.

- **RADARSAT Program Office**

This office is responsible for managing the design, development, construction, testing and operation of the RADARSAT remote sensing satellite system in cooperation with several provincial governments, the private sector (Radarsat International), NASA and NOAA. The RADARSAT system is Canada's first remote sensing satellite system and will utilize a synthetic aperture radar to produce map-like images of the earth regardless of weather conditions. The images will have scientific and commercial applications in the monitoring of natural resources, navigation, and environmental monitoring.

- **Space Station Program Office**

The Canadian Space Station Program Office is responsible for management and control of Canada's participation in the international Space Station Freedom project, as it relates to design, development, construction, testing, operation, utilization and evolution of the Mobile Servicing System (MSS). This includes the Strategic Technologies in Automation and Robotics (STEAR) program for development within Canada's industry and research community of advanced technology capabilities to support evolution of the MSS. The Office also funds the User Development Program (UDP), aimed at developing Canadian universities and industry as users of Space Station.

Research and Applications

- **David Florida Laboratory**

The David Florida Laboratory (DFL) is Canada's national facility for the environmental testing and integration of spacecraft, spacecraft subsystems and space-based hardware. It supports the Canadian aerospace and communications industries by operating environmental test facilities simulating conditions in space, by providing expert consultation on test programs and by developing integration and test techniques required for modern spacecraft.

- **Space Technology**

The Space Technology Branch conducts a program of research and development through three Directorates; Space Mechanics, Space Systems and Space Optical Technology. Also with the Branch is a R & D Contracts Office, with responsibility for technology transfer and intellectual property overview.

- **Space Mechanics**

The Space Mechanics Directorate conducts a program of research and technology transfer by: providing a focus and leadership for generic space technology research in Canada; providing R&D support to major space project and activities; maintaining a source of scientific/technical advice within the Agency, for Agency planning and pre-major-program activities; providing a focus for Canadian cooperation with international groups, in space technology research; and providing an environment in Canada for development of human resources with space technology orientation. Current research activities include: dependable processing systems, knowledge based systems, control of large space structures, robot controls, sensor technology, materials & structures, thermal control technology, composite materials, dynamics/test of space structures, robot dynamics, and in-orbit characterization of SSRMS.

Space Science Program

This division is responsible for all space science related activities in Canada falling within the disciplines of Aeronomy and Space Physics, Astronomy and Life and Materials sciences in the Microgravity environment. The Division seeks out opportunities and encourages Canadian scientific participation in international programs and, participates in national and international space programs through the design, development, construction, testing provision and operation of major facilities and scientific instruments.

Policy and External Relations

Communications

The Directorate develops and implements a communications and public relations plan to support the Canadian Space Program and to respond to public interest. This strategic plan is based on a detailed environmental analysis which is also produced by the Directorate. A key role of the Directorate is to provide advice to the Minister, the Agency's senior management, and program managers on communications issues. In carrying out its functions, the Agency produces and distributes information and promotional materials to the media and to the general public, and monitors media coverage of the Canadian Space program. The Directorate provides an essential communications support to Agency as a whole.

External Relations

The Directorate provides strategic direction, support and expertise to the Agency in the areas of international and federal/provincial relations. It identifies opportunities for cooperation and opens doors to the Canadian space industry in the international market. Working in conjunction with a range of foreign space agencies, industries and international organizations to expand support for Canada's expertise in space, the Directorate manages the Agency's international cooperation MOUs and is the focal point for the Agency's relations with other federal government departments.

Policy

The Directorate co-ordinates, analyses and develops policy initiatives, strategies and priorities respecting Canada's participation in national and international space programs. It serves as the focal point for coordinating space activities, provides essential support in the development of Canada's Long Term Space Plan and assesses progress made towards achieving Canada's space policy objectives.

Corporate Services

Administration and Information Management

The Administration and Information Management Directorate is responsible for ensuring that the Agency is provided with efficient and effective integrated systems to support operations, research, administration and management needs, and plans, develops, and implements programs in the areas of information technologies, management of information holdings, facilities management, and telecommunications. The Directorate also maintains the inventory of assets, handles customs clearances, provides mail service and manages the security program of the Agency.

Contracts Administration

The Contracts Administration division has the responsibility for providing contracts and procurement services to all sectors of the Agency. It also provides recommendations and advice on new laws, regulations, policies and directives related to contracting.

Ottawa Liaison Office

The Ottawa Liaison Office is primarily responsible for facilitating the day-to-day interactions of the Canadian Space Agency with the Minister's Office. This office coordinates the parliamentary liaison activities and is the custodian of Cabinet documents. It also coordinates Access to Information and Privacy Requests.

Finance

The Finance Directorate is responsible for the development, direction and coordination of financial policies, procedures, systems and controls within the Canadian Space Agency; for ensuring that the requirements for acquisition, control and disbursement of funds, budgets and financial assets are met; for coordinating and preparing the Multi-Year Operational Plan and Estimates; for maintaining accurate financial and management accounting records; and for designing and producing corporate financial reports for all Agency activities.

Human Resources

The Human Resources Directorate is responsible for the planning, development and implementation of sound, pro-active and progressive policies and personnel programs, needed to successfully locate, recruit, develop, effectively utilize and retain high calibre scientific, technical and support staff to meet the growing demands for space technology expertise within the Canadian Space Agency. The Directorate's activities focus on classification, staffing, compensation, staff relations, training and development and human resources planning. These activities assist managers in assuming their personnel management responsibilities.

Official Languages

The Official Languages Directorate is responsible for the interpretation, application, and monitoring of federal government official languages' policies and programs within the Canadian Space Agency and by third parties acting on its behalf as well as for adapting these policies to the Agency's operational context.

■ St-Hubert Project Office

The St-Hubert project office is responsible for the delivery of the future Agency's Headquarters in St-Hubert within the approved project definition and cost and within the established target dates. It supervises all of the project activities, from project definition to project delivery and post occupancy study It also advises the Corporate Services Management on all matters related to realty management, maintenance and construction.

Information Holdings

Program Records

Executive Vice-President

Description: Working papers, memoranda and correspondence with federal and provincial government departments, universities and industry on policy and planning; correspondence, memoranda and reports on the administration and operation of the Agency. *Topics:* General administration, speeches, audits. ***Program Record Number:*** SPA EVP 010

President's Office

Description: Information on visits, lectures, gifts, interviews, correspondence with the Minister, outside enquiries on selection of staff, agenda, minutes and documents pertaining to executive committee meetings. *Topics:* General Administration, speeches. ***Program Record Number:*** SPA PRE 005

■ Operations

Canadian Astronaut Program Office

Description: Information, correspondence, memoranda and technical material related to IML-1 Mission, CANEX-2 flight and other CAP microgravity projects, international and national agreements and all technical research and development within the program. *Topics:* Policy and agreements, general correspondence, finance, shuttle operational flights, public relations and speaking engagements, equipment, training, technical definitions, engineering and scientific studies and evaluations and scientific working groups. ***Program Record Number:*** SPA OPE 020

Radarsat

Description: Information on the management of Canadian participation in the RADARSAT Program; the provision of international and national agreements and all technical research and development within the RADARSAT Program. *Topics:* Configuration management, equipment – RADARSAT Studies, ground systems, simulation facility, tests and integration, remote sensor development, solar arrays – technology, working groups, panel meetings and document reviews, regional development and technology exploitation. ***Program Record Number:*** SPA OPE 025

Space Station Program Office

Description: Information on the management of Canadian participation in the Space Station Program; the provision of the Mobile Servicing System, including international and national agreements and all technical research and development within the Space Station Program. Administrative, financial and technical information on all aspects of the STEAR and UDP programs; STEAR contract proposals (commercial confidential), feasibility study reports delivered under contract. *Topics:* Configuration management, space robotics, Space Station studies, space assembly and maintenance systems, simulation, ground control facilities, materials in space, remote sensor development, solar arrays, NASA working groups, panel meetings and document reviews, regional distribution, technology diffusion, industrial development. ***Program Record Number:*** SPA OPE 030

■ Research and Applications

David Florida Laboratory

Description: Correspondence; reports and memoranda pertaining to policies, contracts, test programs, program forecasts, and other administrative matters as they pertain to the overall operation of the laboratory. *Topics:* Policy; general correspondence; enquiries; visits/tours; facility use and loan agreements; co-operation and liaison with industry, federal departments, universities, associations, international organizations, and countries; technical support; resource documents; conferences and seminars; buildings and properties; equipment and supplies; and facility documents. ***Program Record Number:*** SPA APP 050

Operations

Description: Correspondence and documents on the operation of the individual test facilities (i.e. thermal vacuum, vibration, radio frequency). *Topics:* Environmental testing/space simulation; thermal vacuum (infrared testing, outgassing studies, helium leak detection); vibration (modal analysis, shock testing, seismic block); radio frequency (passive intermodulation measurements, electromagnetic interference/compatibility, radar cross section measurements, spherical near field measurements); mass properties measurements (vertical and horizontal axis measurement systems); integration facilities (high bays, class 100,000 clean rooms); quality assurance; data acquisition/data processing systems; enquiries and results of various subsystem and spacecraft level testing. ***Program Record Number:*** SPA APP 055

Space Mechanics

Description: Correspondence, memoranda, and working papers connected to the topics listed below. *Topics:* General Directorate Correspondence; DOC – Agency; EMR – Agency MOUs and Correspondence; DND – Agency Cooperation; DSM – Space Station Cooperation; Radarsat-DSM Cooperation; Space Agency Long Term Space Plan; DSM OPS Planning and Operations (by fiscal year); Moon-Mars Exploration Working Group; Applied

Mechanics Group; Computer & Intelligent Systems Group; Dynamics Research Group; Controls Systems Group; Space Technology (DSM) Technical Memorandum Series; and Space Technology Contractor Report Series. ***Program Record Number:*** SPA APP 060

Space Science Program

Description: Information, correspondence, memoranda and reports related to project planning, program forecasts, the management of the Space Science and User Development Programs, international and national agreements and all technical research and development within individual projects. ***Topics:*** Policy; general correspondence enquiries; administration and operation of the Division; visits; lectures; papers and talks; publicity; financial records; agreements and memoranda of understanding; co-operation and liaison with associations, international organizations and countries; public relations and speaking engagements; licences and permits; security; seminars; committees; finance, shuttle operational flights, equipment, training, technical definitions; engineering studies; satellite projects; space science program development and planning group; CANOPUS Data Analysis Network; Suprathermal Ion Mass Spectrometer; Viking UV Imager; Waves in Space Plasma; Wind Imaging Interferometer; Ultra Violet Imager; FREJA Cold Plasma Analyser; RADIOASTRON Radio Astronomy Program; Extreme Ultra Violet Spectroscopic Explorer; Measurement of Pollution in the Troposphere; General Excitation Mechanisms in Nightglow; Biocosmos; International Microgravity Laboratories – I and II; Aquatic Research Facility; Cosmic Background Radiation; Microgravity processes in Fluid Dynamics, Chemistry, Crystal Growth, Metals and Alloys, Glasses and Ceramics, Biotechnology and Combustion; Radiation Biology; Human Physiology. ***Program Record Number:*** SPA APP 065

Space Technology

Description: The holdings for the Directorate of Space Mechanics are described elsewhere. File systems for the R&D Contracts Office and other Directorate are not yet established. The holdings for the Branch Office include Administration, Personnel and Finance for the Branch. There are also general files on Committees, International Cooperation and Agreements. ***Program Record Number:*** SPA APP 070

■ Policy and External Relations

Communications

Description: Correspondence, reports, memoranda, general enquiries and requests from individuals and organizations. ***Topics:*** General correspondence; Annual Reports; Industry directories; mailing lists; communications strategies; publications; A/V documents; speech writers; exhibitions. ***Program Record Number:*** SPA EXT 100

Economic Studies

Description: Studies, reports, analyses. ***Topics:*** Potential economic spin-offs of major space-related projects. ***Program Record Number:*** SPA EXT 105

European Space Agency

Description: Correspondence, reports, memoranda, general enquiries and requests from industries relevant to Canada's membership in the European Space Agency. ***Topics:*** General correspondence, Statutes, Annual reports, Council deliberations; ESRIN; financial data, reports of committees, progress reports on projects, contracts to Canadian firms, etc. ***Program Record Number:*** SPA EXT 110

Federal/Provincial Relations

Description: Correspondence, reports, memoranda, general enquiries and requests from provinces. ***Topics:*** General correspondence, Annual Reports of Provincial Organizations, documents on provincial space activities and programs; Feasibility studies. ***Program Record Number:*** SPA EXT 115

Industrial Development

Description: Correspondence, reports, memoranda, general enquiries and requests from industries and scientific organizations pertaining to economic and financial aspects of private organizations. ***Topics:*** General correspondence; Annual reports; Industry directories; regional conferences. ***Program Record Number:*** SPA EXT 120

International Relations

Description: Correspondence, reports, memoranda, general enquiries and requests from industries and foreign organizations relevant to Canada's space cooperation activities with foreign countries and organizations. ***Topics:*** Foreign Agencies Annual reports, documents on foreign space activities and programs; NASA; NASDA; [etc]; Cooperation arrangements and MOUs; minutes of steering committees, panels, working and ad hoc groups meetings. ***Program Record Number:*** SPA EXT 125

International Space University

Description: Correspondence, reports, course catalogues, memoranda, general enquiries and requests from individuals, relevant to Canada's contribution to the International Space University activities. ***Topics:*** General correspondence, Annual reports, Canada's contributions, Canadian ISU foundation; ISU permanent campus; ISU summer sessions. ***Program Record Number:*** SPA EXT 130

International Space Year

Description: Correspondence, reports, memoranda, general enquiries and requests from individuals, national and international organizations relevant to Canada's International Space Year activities. ***Topics:*** General correspondence, reports and publications of the Space Agency Forum for International Space Year, Hand-out for distribution; Canada's contributions to the Global Change Encyclopedia and Ozone Hole project; national activities. ***Program Record Number:*** SPA EXT 135

Policy

Description: Correspondence, reports, briefs, memoranda, general enquiries and requests pertaining to Canadian space activities. ***Topics:*** General correspondence; space policy; Long Term Space Plan; programs. Canadian Space Program. ***Program Record Number:*** SPA EXT 140

Regional Distribution

Description: Correspondence, reports, memoranda, and data on the regional distribution of Canadian Space Program expenditures. ***Topics:*** General correspondence, regional distribution of space and space-related contracts and expenditures; industry team; Government team; SPAR MOU; data base. ***Program Record Number:*** SPA EXT 145

■ Corporate Services

Contracts Administration

Description: The files contain general correspondence, proposals and evaluations, contracts and purchase orders with industry. ***Topics:*** Correspondence, contracts for professional services and purchase orders for materials, equipments and supplies. ***Program Record Number:*** SPA COR 200

Facilities management and Telecommunications

Description: In accordance with Treasury Board and CSA policies, provide facilities and telecommunications service to all CSA employees. ***Topics:*** Processing requests regarding office disposition services, telephone system services, vehicle fleet management, parking management and forms management. ***Program Record Number:*** SPA COR 210

Human Resources

Description: Correspondence, reports, memoranda, general enquiries. ***Topics:*** Organization charts, job descriptions position classifications, staffing, planning, training, development, equity, redeployment, competition posters. ***Program Record Number:*** SPA COR 215

Information Technology

Description: Information on the operation of the Division. ***Topics:*** Administration and Scientists requirements; strategies, standards, policies, computer hardware/software, data communication, office automation, database management, EDP training, computer maintenance, technical support, computer needs, system development, internal and external EDP Professional consultants, future planning. ***Program Record Number:*** SPA COR 220

Inventory Control, Customs and Excises

Description: Coordination and steering of programs for Life Cycle Material Management of assets throughout the Agency. ***Topics:*** Statistics on Agency assets, movement of material on international level, recording and documenting capital acquisitions through crown research projects and grants establishing up to date information on equipment used throughout the Agency. ***Program Record Number:*** SPA COR 225

Ottawa Liaison Office

Description: The files contain ministerial and parliamentary relations information. ***Topics:*** Ministerial memoranda, memoranda to Cabinet, Treasury Board Submissions, Written and Oral Anticipated Questions, Correspondence, requests under the Access to information and privacy legislation. ***Program Record Number:*** SPA COR 205

Security

Description: The security division is responsible for administering the Canadian Government Security Policy for the various programs of the Canadian Space Agency. It has responsibility to develop policies and procedures in the areas of access control, physical security, security of personnel, security of material, security of information technology, security of informatics and communications security. ***Topics:*** Data files are kept on the following topics; PROTECTED personnel information in support of the security clearance program, general investigation reports and general correspondence documents. ***Program Record Number:*** SPA COR 235

St-Hubert Project

Description: Correspondence, reports, acquisition programs. ***Topics:*** All acquisitions for furniture and equipment, definition of all programs which will be located in St-Hubert and the total budget for the St-Hubert Project. ***Program Record Number:*** SPA COR 230

Personal Information Banks

■ Operations

Stear Program

Description: The records in this bank are used to support proposals for industrial R&D contracts (commercial confidential) to cover the costs of salaries and other costs for company and university research staff engaged in approved projects. ***Class of Individuals:*** Directly-related employees of companies that submit bids for R&D contracts through this program. ***Purpose:*** To confirm the value of the R&D contract supported if the proposal is accepted. ***Retention and Disposal Standards:*** (to be determined) ***TBS Registration:*** 003059 ***Bank Number:*** SPA PPU 005

■ Research and Applications

Space Science

Description: This bank contains information on Committee Membership, information regarding names, affiliations, and primary disciplines of all individuals nominated for service on Advisory Committee. ***Class of Individuals:*** Employees of the Institution and members of its Advisory Committee. ***Purpose:*** The purpose of this bank is to maintain general information on individuals who are not employeed by the institution but who serve on its Advisory Committee. ***Retention and Disposal Standards:*** (to be determined) ***TBS Registration:*** 003060 ***Bank Number:*** SPA PPU 010

■ Corporate Services

Access to Information and Privacy Requests

Description: This bank contains requests submitted by individuals seeking access to information under the Access to Information Act and the Privacy Act; replies to such requests; and information relating to their processing. *Class of Individuals:* Individuals submitting requests for access to information under the Access to information Act and the Privacy Act. *Purpose:* The information is used to process formal access requests in accordance with the Access to Information Act and the Privacy Act. *Consistent Uses:* This bank is also used to report to Treasury Board and to Parliament on access requests received under the Access to Information Act and the Privacy Act; to verify the identity of requesters; and for purposes of consultations with other government institutions. *Retention and Disposal Standards:* Retained for two years. *TBS Registration:* 003061 *Bank Number:* CSA PPU 020

Contracts between CSA and individuals

Description: The files contain correspondence, proposals, contracts, financial transactions and interim and final reports. *Class of Individuals:* Members of the general public who submit proposals for work to be performed for the Canadian Space Agency. *Purpose:* To negotiate and award contracts, to provide information on payments of contracts and to administer contracts. *Retention and Disposal Standards:* (to be determined) *TBS Registration:* 003062 *Bank Number:* SPA PPU 015

Employment Applications

Description: This bank contains information on candidates available for employment at the Canadian Space Agency when vacancies arise. Records contain letters, completed application forms, applicant resume comments of interviewers, and letter of reference. *Class of Individuals:* Members of the general public who apply for employment at the Canadian Space Agency. *Purpose:* To select candidates for vacancies at the Canadian Space Agency. *Retention and Disposal Standards:* (to be determined) *TBS Registration:* 003063 *Bank Number:* SPA PPU 025

Reliability/Security Investigation File

Description: This bank contains personal data, such as criminal records, investigative report, credit check reports, related correspondence, notations of the level of security clearance and reliability check granted, and Security Clearance Review Board documentation. *Class of Individuals:* Members of the general public and some members of other government departments who have applied for a pre-employment/ employment security clearance or reliability check. *Purpose:* The purpose of this bank is to maintain investigative documentation necessary to assess an individual's loyalty and reliability to Canada from a departmental security clearance viewpoint in order to grant access to classified material and to assess reliability as a condition of employment and for permitting access to designated information or valuable assets. *Consistent Uses:* The information in this bank may be used in matters which, on reasonable grounds, may be suspected of constituting threats to the security of Canada or the Canadian Space Agency; information may also be used in other lawful investigations. *Retention and Disposal Standards:* (to be determined) *Bank Number:* SPA PPU 030

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Department and its various programs and functions may be directed to the following address:

Canadian Space Agency
Director of Communications
Place Air Canada
500 René-Lévesque Boul. West
Montréal, Québec
H2Z 1Z7

(514) 496-4000

The departmental library is part of our Administrative and Information Management Directorate. It contains a wide variety of publications and reference works. It also includes books, periodicals, pamphlets and government documents. This facility is located at:

Place Air Canada
500 René-Levesque Boul. West
Montréal, Québec
H2Z 1Z7

(514) 496-4100

Media Enquiries
Montréal: (514) 496-4000
Ottawa: (613) 991-3250

Reading Room

The Canadian Space Agency has designated certain areas as public reading rooms under the Access to Information Act. Their addresses are:

Headquarters
Library
Place Air Canada
500 René-Lévesque Boul. West
Montréal, Québec
H2Z 1Z7

Ottawa
240 Sparks Street
8th Floor, West Tower
Room 863G
C.D. Howe Building
Ottawa, Ontario
K1A 1A1

The Canadian Wheat Board

Chapter 31

General Information

NOTE: THE CANADIAN WHEAT BOARD IS NOT SUBJECT TO THE ACCESS TO INFORMATION ACT.

Background

The Canadian Wheat Board was established by the Canadian Wheat Board Act in 1935 to provide for the orderly marketing of wheat, and since 1949, oats and barley, produced in the area designated by the Act. The marketing of oats was removed from the Board in 1989.

Responsibilities

The Board is obliged by law to purchase wheat and barley offered to it for sale by producers at an elevator or railway car and to pay an initial payment for same in accordance with the Act. The Board is then obliged to market this grain in interprovincial and international markets. The surplus proceeds received upon sale and available for distribution are divided equitably among the producers delivering grain to the Board after the initial payment made to the producers and the Board's operation costs are deducted. The Board is also responsible for administering a delivery quota system which is designed to ensure equality of delivery opportunity among producers wishing to deliver grain for sale in interprovincial and international markets to elevators and railway cars. The Board also administers the Prairie Grain Advance Payments Act pursuant to which advance payments are made to producers undertaking to deliver wheat and barley as quotas permit.

Information Holdings

Personal Information Banks

Grain Growers Advance Payment Records
This bank is used to record the value of cash advances issued and refunds received from grain growers under the Prairie Grain Advance Payments Act. The information gathered is used to monitor the grower's repayment of monies advanced. Repayment is conditional on the grower's delivery and sale of grain as soon as he or she is able to do so. The information is shared with grain companies that act as agents of the Board in making and collecting cash advances. The information is summarized and controlled as required by the federal government. As of August 1990, it will be shared with those lending institutions specified by the producer which have a lien against the grain. Files are retained for three years following the retirement of the advance payment. ***Bank Number:*** CWB PPU 010

Grain Growers Delivery Records
This bank contains a record of each producer certificate issued to a grower by a grain company, in payment for the grower's delivery of grain to the Board account. The growers delivery records are the basis for equitable distribution of profits realized from the sale of grain by the Canadian Wheat Board. The information produces statistical statements by district(s), grain company and type of grain. It is shared with Revenue Canada, Employment and Immigration Canada for unemployment insurance purposes and provincial crop insurance organizations. Files are retained for seven years. ***Bank Number:*** CWB PPU 015

Grain Growers Payment Records
This bank contains a record of each payment made to grain growers which resulted from an increase in the price paid for grain or from the profits realized from the sale of grain by the Canadian Wheat Board. The information is maintained to control the value of payments and monitor bank cashings, lost cheques, uncashed cheques, etc. Statements are produced showing the value of payments by district(s), kind of grain, date of issuance, date of bank clearance and for other control purposes. Information in this bank is shared with Revenue Canada, Agriculture Canada's NISA and GRIP programs, and in the case of non-resident producers with their representatives in Canada and the Bank of Montreal. Files are retained for seven years. ***Bank Number:*** CWB PPU 005

Grain Growers Permit Records
This bank is used to establish and maintain a record of each grain growers' entitlement to market grain under the quota system. Under the authority of the Canadian Wheat Board Act, this bank may contain the Social Insurance Numbers of those producers who chose to supply them. The permit book application information is used to monitor and record grain growers' delivery and sale of grain to Board Account and verify grain growers' entitlement for Cash Advances under the Prairie Grain Advance Payments Act. The grower's name and address are used to distribute profits realized from the sale of grain. Summary statements are produced by district(s) and type of grain for planning purposes. Information in this bank is used to prepare voters' lists for Canadian Wheat Board Advisory committee elections. Various components of the information are also shared with Revenue Canada, Agriculture Canada (including its Special Canadian Grains Program, the Drought Assistance Program and its NISA and GRIP programs), Canada Customs for inter-provincial and export licences, provincial crop insurance organizations, various other provincial institutions, departments and related commodity groups and universities for consistent use purposes and the grain companies who are agents of the Board. Files are retained for seven years. ***Bank Number:*** CWB PPU 020

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

For further information about the policies and activities of the Board, please contact:

Information Department
The Canadian Wheat Board
P.O. Box 816
Winnipeg, Manitoba
R3C 2P5
(204) 983-3421

Communications Canada

Chapter 32

General Information

Background

The role of the Department of Communications is to encourage the growth of national and international telecommunications, broadcasting networks and facilities, and to anticipate and plan for change by conducting research into communications and space technology. It manages and regulates the airwaves, ensuring the efficient use of the radio spectrum. In recognition of the increasingly close link between culture and communications, the Department was given responsibility in 1980 for the federal government's arts and culture program, and for a number of cultural agencies.

Responsibilities

In the field of telecommunications, the Department is concerned with the electronic means of creating, processing, storing, distributing, displaying, accessing and exchanging information. Its activities are focused on broadcasting, communications research, spectrum management, the promotion and development of the telecommunications industry and on Canada's role in satellite communications. Its clientele consists largely of private and public sector institutions that either manufacture equipment or provide services. In the cultural field, the Department is concerned with a host of public and private institutions and with the cultural content that flows through electronic and non-electronic channels of communications. It includes among its clients the creators and administrators of cultural content.

Legislation

- Bell Canada Act
- British Columbia Telephone Company Act
- Broadcasting Act
- Canada Council Act
- Canadian Film Development Corporation Act
- Canadian Radio-television and Telecommunications Commission Act
- Copyright Act
- Cultural Property Export and Import Act
- Department of Communications Act
- Investment Canada Act
- National Archives of Canada Act
- National Arts Centre Act
- National Film Act
- National Library Act
- National Museums Act
- National Telecommunications Powers and Procedures Act
- National Transportation Act and Railway Act (telegraphs and telephones)
- Radiocommunication Act
- Teleglobe Act
- Telegraphs Act
- Telesat Canada Act

Organization

The Department of Communications is headed by the deputy minister and supported by one senior assistant deputy minister responsible for Corporate Policy and five assistant deputy ministers who are responsible for the following sectors: Research and Spectrum, including the Government Telecommunications Agency; Regional Operations; Corporate Management; Arts and Heritage; Communications Policy; and Quebec Sector.

Eleven agencies in the communications and cultural field report to Parliament through the Minister of Communications. The Minister of Communications is also responsible to Parliament for the Canadian Radio-television and Telecommunications Commission (CRTC), which regulates broadcasters, cable services and national telecommunications services.

■ Corporate Policy Sector

This Sector coordinates the activities of the Department's regional offices in all aspects of the portfolio; develops Canada's policy on international aspects of communications and culture; integrates and harmonizes policy within the Department; develops and disseminates policy, program and regulation information to the communications and cultural industries and the general public; and provides legal advice to the Department.

International Relations: Develops and implements policies, programs and strategies required at the international level to promote, protect and achieve national communications and cultural interests and objectives. It is responsible for ensuring that significant international developments and factors are taken into account in the formulation of national communications and cultural policies; and for the effectiveness of the Department's representation in all bilateral and multilateral negotiations and activities affecting Canadian communications and cultural interests. This involves preparing and negotiating film and video co-production agreements with key foreign countries; promoting the international marketing of Canadian cultural products; and coordinating Canadian presentations to such international organizations as the International Telecommunication Union and UNESCO, including preparation of Canadian proposals and negotiating strategies in consultation with the private sector and provinces, in order to ensure that future Canadian requirements can be achieved within established international conventions. In addition, it provides policy guidance regarding international trade and aid to developing nations; participates in international space communications activities such as INTELSAT and INMARSAT; and provides spectrum coordination with the United States in border areas. Finally, it provides international comparative analyses and strategic advice on a range of policy issues.

Regional Operations: Responsible for establishing and managing coordinated relations between DOC's head office, four regional offices and the Quebec Sector, in order to support the development of federal government policies and objectives in communications and culture: It provides coordination for the delivery by the regions of Departmental programs such as the Museum Assistance Program (MAP), the Cultural Initiatives Program (CIP), the Communications Applications Program (CAP) and Public Information programs. The Branch also: acts as advisor on the negotiations of regional development agreements on communications or culture with the provinces; initiates and coordinates multilateral activities with the provinces, including the organization of Ministerial conferences and participation in multilateral committees; ensures that coherent operations are maintained at the national level through common processes and administrative mechanisms across all regions, and; represents the regions on different committees and working groups.

Information Services Branch: Plans and implements information activities to facilitate communications between the Department and the public, as well as communications within the Department. It provides information on the policies, programs and activities of the Department and informs departmental managers of the interests and concerns of the public and client organizations as expressed in the media and through correspondence, public meetings and direct contact with information officers. Methods include planning communications programs and activities.

Strategy and Plans Branch: Responsible for ensuring coherence and consistency with overall government priorities, for all departmental endeavours, including policies, programs, regulations and legislation. It provides direction in the development of policy in the fields of communications and culture. The Branch also provides briefings to the Minister on all major departmental and agency proposals submitted to Cabinet as well as those of other departments which have implications for the Department of Communications. This involves the implementation and management of the corporate strategic and policy planning for the Department; the management and coordination of departmental parliamentary business including legislative initiatives; the management of Cabinet business for the Department, including liaison with central agencies; the conduct of medium to longer term strategic planning, environmental scanning and forecasting, the development and coordination of corporate statistics; and the conduct of fiscal analysis and special projects with cross-sectoral implications.

Program Evaluation: Conducts comprehensive, objective and timely evaluations of departmental programs and their results, develops evaluation frameworks for new programs and responds to additional requests from senior management for evaluation information in order to support the corporate priority-setting process and to conform to the requirements of the Office of the Comptroller General.

Internal Audit Directorate: Undertakes independent and systematic reviews and assessments of organizational components, operations, activities and programs of the Department, so that it may provide objective information to senior management on the degree of efficiency, and cost-effectiveness of management policies, practices and controls. It also assesses the extent of compliance with government acts and regulations, central agency and departmental policies and policy guidelines and ensures that public funds and assets are adequately protected.

■ Research and Spectrum Sector

The overall objective of the Sector is to foster the orderly development and use of communications, information and broadcast systems, services and infrastructure to meet Canadian economic, social and cultural needs. Communications services are improved and extended by increasing the scientific and technical expertise of government, industry and the scientific community in the fields of telecommunications and informatics, and by promoting the development and exploitation of advanced technologies and standards in the fields of telecommunications and informatics by Canadian industry for both domestic and world markets. The Sector is also responsible for ensuring the accommodation of as many users of the radio frequency spectrum as possible with a minimum of interference. It also promotes the development and growth of radio and controls spectrum use by Canadian broadcasters, operators and radio licence holders and protects Canada's rights and interests regarding spectrum use through international agreements and regulations. Other activities intended to improve communications services involve the planning, coordination and management of telecommunications services and facilities that satisfy the requirements of federal departments and agencies at the lowest possible cost through a revolving fund. The Sector has undertaken a project to electronically link all members of the management category and to provide them with access to information in support of their collective strategic mandate.

Communications Development and Planning Branch: Relies on its own specialists and co-operates with other departments and agencies to foster the orderly and efficient development and application of advanced information and communications technologies in Canadian industries creating, manufacturing and marketing those technologies for domestic and foreign markets. The Branch also:

– provides early information on the opportunities and threats for Canada resulting from new developments in communications-related sciences and technologies, and from changes in the regulatory, industrial, social and economic environments, in Canada and abroad;

– is responsible to develop and maintain departmental policies and plans based on this knowledge in the field of advanced communications and information technologies;

– assists the communications and informatics industries in exploring opportunities at home and abroad for goods and services through in-house economic analysis, marketing support, technological expertise and research and development;

– is responsible for the development, procurement and implementation of new or improved communications products and services developed by government research laboratories and in industry. These products and services are intended to meet user requirements in areas and regions of Canada; and

– is responsible for the establishment of appropriate institutes for the application of such technological innovation across Canada.

Government Telecommunications Agency (GTA): Provides common and customized telecommunications services to federal departments and agencies and carries out the function of the telecommunications architect for the government. It is responsible for planning, establishing and managing telecommunications facilities and services to economically satisfy the needs of federal departments and agencies. Designated as a Special Operating Agency, whose services are optional to departments and agencies, the GTA is financed through a revolving fund and is managed on a fully cost revenue dependent basis. The Agency is included in the Research and Spectrum Sector to facilitate the realization of mutual benefits between telecommunications research and the application of technology in the delivery of telecommunication services to the government. GTA will implement, as appropriate, communications and information handling technologies in the government environment.

Communications Technologies Research Branch: Brings together the research activities relevant to two major techniques used to transport information, i.e. satellites and radio. The Branch also supports other areas of the Department of Communications in carrying out its statutory responsibilities to define telecommunications policy and to carry out radio spectrum management. It meets both civil and military needs through the management of a major recoverable military communications program on behalf of the Department of National Defence. This activity also includes the Mobile Satellite (MSAT) Program.

Communications Devices and Components Research Branch: Concerned with the generic electronic technologies needed to process, structure and manipulate signals in civil and military communications and information systems. The Branch is also committed to ensuring the timely availability of these technologies in an effort to meet Departmental objectives in telecommunications, information management, broadcasting and culture.

Broadcast Technologies Research Branch: Conducts research into the technical and user aspects of advanced television, advanced sound(radio) and new broadcast media, and undertakes investigation into overall systems concepts and network configurations for the integration, interworking and standardization of entertainment and information systems and services. This research supports the Department of Communications in discharging its responsibilities in defining standards, regulating and managing the spectrum, developing broadcasting, telecommunications and cultural policies, fostering industrial development through technology transfer, and serving the general public interest in broadcasting.

Systems Interconnection Research: Conducts advanced research in the area of systems interconnection with emphasis on Open Systems issues and international standardization. This work is carried out through in-house activities, contracted work to industry and collaborative projects with foreign and domestic organizations. This Branch is also responsible for the department's Standards Program Office (SPO). The SPO provides coordination, analysis and recommendations on strategic issues in standards and on standards-related activities across the department.

Senior Executive Network/Informatics Management Branch: The two branches have been amalgamated.

The Senior Executive Network is managing an information and messaging service available to Deputy Ministers and Assistant Deputy Ministers which will be extended to Directors General in 1991-1992 and later on to Directors. A range of government information is provided through the network: appointments, vacancies, statistics, Orders-in-Council, professional development opportunities, United Way Campaign, information on Cabinet committees and a government-wide daily journal "The Mandarin" (produced by SEN).

The Informatics Management Branch manages corporate informatics systems and provides assistance regarding information and communications systems and computer services to other sectors within the Department.

Management and Plans Branch: Has the mandate to prepare, implement and control all programs, activities and plans that fall under the authority and accountability of ADMRS, including budgetary, personnel and administrative matters.

Radio Regulation Branch: Develops regulatory and operational policies as well as regulations governing the orderly use of the spectrum, in view of the changing needs of Canadians and technological advances. Through the Emergency Telecommunications Planning program, the Branch plans and prepares to ensure that Canada's telecommunications resources are able to provide essential communications for government, industry and the public during national emergencies, including war.

Broadcast Regulation Branch: Responsible for the management of the broadcast frequency spectrum; certification of broadcasting stations; the development of broadcasting technical regulations, procedures, and standards; and the development and maintenance of computer systems needed to support the technical regulation of broadcasting. It is also responsible for the establishment of standard broadcast engineering methods and practices; the technical aspects relating to broadcasting in International Telecommunication Union activities; the negotiation of bilateral broadcast spectrum sharing arrangements and operational procedures with the USA and other countries; and the support of policy development.

Engineering Programs Branch: Responsible for standards development activity; the establishment of standard engineering methods, procedures and practices; frequency allocation plans, providing specialized engineering support for unusual or innovative application of radio; development of regulations for radio interference, and the terminal attachment program. It is also responsible for engineering support to policy formulation; the development of the necessary computer tools for spectrum management assistance systems; carrying out the Department's type approval certification; the technical aspects of international activities associated with the International Radio Consultative Committee (CCIR) and the World Administrative Radio Conferences (WARC); other international activities such as negotiating bilateral sharing arrangements with the United States and other countries, and the transfer of spectrum management technology to Canadian industry in support of promotion of exports.

Terminal Attachment Program: Ensures the orderly introduction of customer-owned telecommunications terminal equipment designed for connection to the telecommunications carriers' networks. More specifically, it develops technical standards for terminal attachments, certifies equipment and lends technical support to the CRTC to resolve associated technical disputes.

■ Corporate Management Sector

This Sector is responsible for providing essential support services to the programs of the Department. These include the following: financial services, administrative and technical services, official languages, personnel services and security, and communications support services.

Security and Communications Support Services Branch: In addition to the services provided to the Department in the areas of security education, enforcement and clearances, health, safety and fire prevention, the Branch provides support to other departments and agencies that do not possess their own expertise in the area of communications and electronic security. It works closely with other divisions of the Department, other government institutions and industry to promote security technology in general, and the development of security in information technology.

■ Arts and Heritage Sector

The Arts and Heritage Sector is responsible for the formulation of policies and design of programs in the fields of the performing, literary and visual arts, museums, heritage, archaeology and aboriginal culture, in order to stimulate an increased sense of identity and belonging among Canadians; advises the Minister on policies and programs across the federal cultural portfolio; administers programs and regulations assigned to the Department and provides support to cultural national organizations and international festivals.

Heritage Policy Branch: Responsible for the development and coordination of national museums and heritage policies, liaison with national heritage organizations and coordination of the Department's heritage programs. The Branch is also responsible for encouraging and supporting the preservation of the national heritage and increasing public access to that heritage. It is also responsible for the administration of the Cultural Property Export and Import Act.

Arts and Policy Planning Branch: Responsible for providing support to the sector by developing long-term strategic policies; for strategic policy analysis and specialized policy support on issues which are cross-sectoral in nature and for directing the conduct of research programs involving data collection and analysis. It is also responsible for the development of a comprehensive arts policy and the development of the Department's support programs in the field of the performing, visual, literary and media arts, design and crafts. As well, the Branch implements and delivers certain cultural support measures such as legislative proposals and financial assistance programs, e.g. Cultural Initiatives Program, contributes to the improvement of Canada's cultural infrastructure. As of September 1991, the day to day management of the Cultural Initiatives Program will reside in the Department's regional offices, although the Branch will remain responsible for policy and issues of national and international consequence.

■ Communications Policy Sector

The Communications Policy Sector is responsible for the development of policies in the areas of telecommunications, broadcasting, film, video, sound recording, copyright, telematics and new media that will promote the distinct Canadian sovereignty and the distinct nature and identity in these areas, protect and enhance the well being of these key economic sectors, and for ensuring that Canada's interests in these areas are effectively represented in the international arena.

Broadcasting Policy Branch: Formulates policies, proposes legislation and designs and administers programs in relation to the Canadian broadcasting system. It is responsible for ensuring that the Canadian broadcasting system contributes to the realization of Canadian social, cultural and economic objectives; enhancing the production and exhibition of Canadian television and radio programming and their availability to Canadians; and providing advice concerning the implementation of policies and programs by the independent agencies responsible for these activities including the Canadian Broadcasting Corporation (CBC), the Canadian Radio-Television and Telecommunications Commission (CRTC) and Telefilm Canada. Provides advice in relations to responsibilities of the Minister under the Broadcasting Act with respect to the issuance of policy directions to the CRTC and the review of CRTC broadcasting decisions.

Telecommunications Policy: The legal basis of the program derives from the responsibilities of the Minister of Communications as described in the following Acts (and regulations made pursuant to them):

– Department of Communications Act;
– Radiocommunications Act;
– Railway Act;
– Canadian Radio-Television and Telecommunications Act;
– National Telecommunications Powers and Procedures Act;
– Telegraphs Act;
– Telesat Act;
– Teleglobe Act;
– Broadcasting Act;
– Bell Canada Act; and

– British Columbia Telephone Company Act.
The program formulates policies, recommendations, regulations and legislation governing and promoting the orderly development and efficient operation of the telecommunications facilities and services required by Canadians for national and international communications, including the present and future use of the radio frequency spectrum. Develops and proposes timely and relevant policies to enhance the provision of efficient telecommunications services and facilities to all Canadians, pertaining to: the respective roles of competition and regulation in the provision of telecommunications services; effective national and international telecommunications networks and interworking standards; technical, financial and regulatory aspects of the industry and effective utilization of the radio frequency spectrum and the geostationary orbit.

Cultural Industries Branch: Formulates national policies, proposes legislation, designs and administers programs in the fields of copyright, film and video, sound recording and publishing. It is responsible for supporting the cultural and economic development of the cultural industries in Canada; enhancing the production and distribution of Canadian films, video programs, sound recording, books and periodicals and to ensure their availability to Canadians; ensuring, through the development of copyright policy and legislation, the legal recognition and protection of the economic and moral rights of creators and users and providing advice concerning the implementation of policies and programs by the cultural agencies which are consistent with the federal government's cultural policy and objectives.

Telematics and New Media: Addresses policy issues and proposes program initiatives in the areas of telematics and new media. Advances in computer and communications technologies have produced major changes in the means of distributing information and cultural values. The provision of telecommunications network-based information services ("Telematics") and the distribution of advanced computer-based audio/visual services ("New Media") are thus becoming increasingly important both as a source of economic activity and as a vehicle for cultural expression.

■ Quebec Sector

The Quebec Sector is responsible for providing adequate access to Canadian cultural and communications products and services and promoting the orderly development of communications systems essential to the integrity and social, cultural and economic development of Canadians. It participates in the development and utilization of the broadcast frequency spectrum; it promotes new communications and informatics technologies and provides federal departments and agencies with telecommunications services.

It administers services and programs relating to broadcasting, cable, sound recording, book publishing, copyright, museums and heritage, performing arts, literature and the visual arts.

Regional Development Branch: Responsible for the operational management of all programs within the Department's mandate in the fields of communications and culture in the province of Quebec. It is also responsible for the promotion of basic regional dimensions in the policy development process in the fields of arts, broadcasting, information technology, cultural industries, informatics, museums, telecommunications and heritage. It implements the Department's Mission by developping and implementing programs, activities and projects for the various Quebec client groups. It manages the Cultural Initiatives Program and the Museum Assistance Program in Quebec, and the Sound Recording Development Program for the entire country. It also represents the Department in its dealings with the other levels of government, the business community and the public at large in Quebec.

Workplace Automation Research Directorate: Responsible for leading-edge applied research on information and communications technologies. It works closely with other directorates within the department, other departments, private organizations, and the Canadian scientific community to develop a solid base of skills and expertise in Canada. The directorate's activities relate to technological, human and organizational dimensions of information and communications technologies. Through national joint projects which foster cooperation between various groups of specialists, this directorate provides a forum for exchanging information on workplace automation.

Spectrum Management and District Operations Branch: Housed in one regional office, four district offices, four satellite offices and one regional spectrum service center. Services relating to spectrum management are made available to the public through these locations. The directorate designs and administers the regional aspects of departmental programs, and advises the assistant deputy minister on regional issues and concerns. The district and satellite offices provide public liaison for the department in all aspects of its mandate. While their primary role is to ensure the orderly development and utilization of telecommunications in Canada, they also provide liaison with the general public, industry, governments and universities in matters relating to the departmental mandate. This directorate is also responsible for providing federal departments and agencies with telecommunications services.

■ Regional Offices

Atlantic Region, Ontario Region, Central Region, Pacific Region: Also involves district and sub-offices and monitoring stations. The Regional Offices assumes overall responsibility on any matters that flows from the Department's mandate, including federal-provincial relations. The Atlantic Region is responsible for the Department's presence in Prince-Edward-Island, Nova Scotia, New Brunswick and Newfoundland. The Central Region has responsibility over Manitoba, Saskatchewan, Alberta and the NorthWest Territories while the Pacific Region's responsibilities cover British Columbia and the Yukon. The regions and their associated districts are the delivery points for the spectrum management activities. In addition, they are responsible for the delivery of departmental programs such as the Museum Assistance Program (MAP) and the Cultural Initiatives Program (CIP). They are also responsible for the negotiation and delivery of Economic Regional Development Agreements as well as other regional activities of the Government Telecommunications Agency (GTA), Public Affairs and Communications and Culture. They provide an interface with the public, industry, governments at all levels, and universities.

Information Holdings

Program Records

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Corporate Policy Sector 181
Arts and Heritage Sector 182
Communications Policy Sector 183
Research and Spectrum 184
Quebec Sector 187

■ Corporate Policy Sector

Bilateral Relations
Description: Information on Canada's bilateral relations with other nations in the field of communications to ensure the successful pursuit of Canada's multilateral and bilateral interests, and the promotion of Canadian trade and industry. *Topics:* Canada-U.S. trade relations; spectrum coordination matters; cable and satellite retransmission rights; communications development in developing countries; satellite services – mobile, direct broadcasting satellites (DBS); implementation of ITU conference decisions; domestic and international communications policies; comparative policy analysis of Canadian communication policies versus those of other countries and regions. *Program Record Number:* COM PLI 015

Information Services
Description: Information on the planning, management and activities of Information Services. *Topics:* Public affairs; publications and creative services; audio-visual and exhibitions services. *Storage Medium:* Files, slides, photos, films, video cassettes. *Program Record Number:* COM PLS 070

Internal Audit
Description: Please see "Internal Audit" in the description of Standard Program Records in the INTRODUCTION to this publication. *Program Record Number:* COM PIA 916

International Comparative Policy Group
Description: Information, studies, briefs and documentation on related cultural and communications policies in selected foreign countries. *Program Record Number:* COM PLI 007

International Cultural Relations
Description: Information dealing with Canada's bilateral and multilateral involvement in the field of culture such as the provision of expertise and support on the international aspects that influence the establishment and implementation of cultural and artistic policies, activities and programs; formulation of recommendations for participation in international cultural meetings and conferences; preparation of briefs on international cultural matters and follow-up action and implementation of international cultural programs. *Topics:* International aspects of cultural policy, programs and activities; international protection of Canada's cultural interests; United Nations Educational, Scientific and Cultural Organization (UNESCO); Agence de coopération culturelle et technique (ACCT); Council of Europe (cultural matters); Conference on Security and Cooperation in Europe (CSCE) (cultural matters); Commonwealth (cultural matters); cultural visits and missions; bilateral cultural joint commissions; international marketing support of Canadian cultural products including sound recording and book publishing; negotiations of bilateral film and video co-production agreements; negotiations of museums agreements; comparative policy analysis of Canadian cultural initiatives versus those of other countries and regions. *Program Record Number:* COM PLI 020

International Telecommunication Union (ITU) Activities
Description: Information pertaining to Canada's involvement in the International Telecommunication Union activities in consultation, management, regulation, development, standards setting and technical assistance. *Topics:* Administrative Council annual meetings; World Administrative Radio Conferences (WARC); mobile services, space (use of the geostationary-satellite orbit), medium-frequency broadcasting (western hemisphere), high-frequency broadcasting; International Frequency Registration Board (IFRB); International Radio Consultative Committee (CCIR); national and international study group meetings, plenary assembly meeting (every four years); International Telegraph and Telephone Consultative Committee (CCITT); national and international study group meetings, plenary assembly meeting (every four years); plenipotentiary conference; world and regional telecommunications development conferences. *Program Record Number:* COM PLI 005

Legislation, Cabinet Liaison and Planning
Description: Information on legislative and Cabinet liaison processes, parliamentary activities and strategic policy planning. *Topics:* Communications and cultural initiatives and legislation; Crown corporations and agencies within the portfolio; regulatory reform; strategic planning. *Program Record Number:* COM PLP 075

Multilateral Relations
Description: Information pertaining to Canada's involvement in international organizations with responsibilities for international telecommunications services, for the elaboration of international guidelines for such services, or for the discussion of communications issues. *Topics:* International Telecommunications Satellite Organization (INTELSAT); International Maritime Satellite Organization (INMARSAT); International Committee on Space Research (COSPAR); Search and Rescue Satellite (SARSAT); Intergovernmental Maritime Consultative Organization (IMO); International Civil Aviation Organization (ICAO); Commonwealth Telecommunications Organization (CTO); Francophone Telecommunications

Agency (ATF); Conference of Inter-American Telecommunications (CITEL); United Nations Committee on Peaceful Uses of Outer Space (UNCOPUOS); United Nations Educational, Scientific and Cultural Organization (UNESCO); World Intellectual Property Organization (WIPO); Organization for Economic Co-operation and Development (OECD); North Atlantic Treaty Organization (NATO). ***Program Record Number:*** COM PLI 010

Program Evaluation

Description: This class of documents contains reports, studies, surveys, case studies and interviews involving corporate and individual views, opinions, attitudes and reactions related to the assessment of departmental policy or program effects and impacts. The evaluation and research studies themselves, published or unpublished, reflect aggregated information which cannot reveal personal or corporate identity. Third-party information obtained in the process of preparing an evaluation or research report, and given in confidence, is normally retrievable only with the permission of the party involved. Information relating to government operations is exempted from access according to the relevant provisions of the Access to Information Act. The retention of information depends on the length of time it is needed for related research or program or policy decision purposes. ***Program Record Number:*** COM PRL 285

Regional Operations

Description: Information on relations and activities between the Department and its regional offices on all matters related to the portfolio. ***Topics:*** Information on regional programs; intergovernmental committees, meetings and conferences; profiles of provinces; regional development, coordination and liaison; communications – provinces and territories; cultural affairs – provinces and territories. ***Program Record Number:*** COM PLR 065

■ Arts and Heritage Sector

Archaeology Policy Unit

Description: Correspondence, memoranda and reports on archaeology policy. ***Topics:*** Archaeological resource management. ***Program Record Number:*** COM APU 281

Canadian Conservation Institute

Description: Information on the provision to Canadian museums of specialized conservation services, conservation research, training through internships, publications and information services on the institute's conservation research projects and other related technical areas. ***Topics:*** Operations; fine arts and polychromes; textiles; works of art on paper; archaeology and ethnology; furniture and wooden objects; conservation processes research; environment and deterioration research; analytical research services; photographic services; documentation; publications; internships; workshops and seminars; library. ***Storage Medium:*** 35-mm slides. ***Program Record Number:*** COM MHP 276

Canadian Cultural Agencies: Performing, Visual and Literary Arts

Description: Correspondence, memoranda and reports relating to the Canada Council and National Arts Centre. ***Topics:*** Canada Council – organization and legislation, programs and development, requests for information and assistance. National Arts Centre – facilities, organization and legislation, financial policy, resident companies. ***Program Record Number:*** COM APP 232

Canadian Heritage Information Network

Description: Information on the development of comprehensive and meaningful standards for the documentation of museum collections, the provision of services designed to assist museums in managing their collections, and the application of EDP techniques to alleviate some of their collection management problems. ***Topics:*** Policy; procedures; general correspondence; museum services; documentation; liaison data; artifact documentation for Canadian museums; research information pertinent to conservation, archaeology, material culture and museums; directories of museums, Canadian artists and exhibition space; suppliers of material used in museums; bibliographic information pertinent to museum activities; information on stolen works of art. ***Storage Medium:*** EDP systems. ***Program Record Number:*** COM MHP 274

Conservation

Description: Information on the conservation of artifacts to ensure preservation. ***Topics:*** Conservation reports and conservation. ***Program Record Number:*** COM MHP 273

Cultural Initiatives Program: Applications for Financial Support

Description: Information concerning projects for which financial support has been requested from the program. ***Topics:*** Management and viability of cultural organizations; special activities and events; capital projects. ***Program Record Number:*** COM APP 265

Heritage Services

Description: Information on the provision of facility development, design, advice and exhibition transportation services to the Canadian museum community. It includes assessments on facility plans and technical requirements for museums, art galleries and other non-profit institutions. ***Topics:*** Environmental controls; storage systems; lighting as it relates to collections preservation; physical security; fire protection; safety; facility planning; transportation of cultural objects and collections. ***Program Record Number:*** COM HER 284

Movable Cultural Property: Policy and Activities

Description: This class of documents contains information about the departmental activities related to the Cultural Property Export and Import Act. It includes files on the administration of the Cultural Property Export and Import Act, the applications for designation of institutions and public authorities as eligible recipients of cultural property grants, loans and tax certificates, applications for grants and loans, and files on applications for export permits. ***Topics:*** Purpose of the Act, amendments and associated instruments; policy concerning patriation of cultural objects, certification for tax purposes, export and import control; case files of illegal imports and exports; designation of eligible institutions; cultural property grants and loans; export permits; cultural property export control; cultural property protection in other countries. ***Program Record Number:*** COM MHP 275

Museum Assistance Program

Description: Separate files are maintained for each application under the program's components. Files contain information on the corporate and financial status of the museum, art gallery or related organization involved. Project specifications and all correspondence are included on the file. ***Topics:*** Assistance programs – aid to individual museums, art galleries, and related non-profit organizations for specific projects in exhibitions, conservation, collections management, professional development, facility development, marketing, aboriginal museum development and public programs; studies related to program performance. ***Program Record Number:*** COM MHP 278

Museums, Libraries and Archives Policy

Description: Correspondence, memoranda and reports relating to policy issues for the following cultural agencies: National Library of Canada, National Archives of Canada, National Gallery of Canada, Canadian Museum of Civilization, Canadian Museum of Nature, and the National Museum of Science and Technology. ***Topics:*** Heritage; historical resources; libraries; museums; archives. ***Program Record Number:*** COM MHP 225

Performing, Visual and Literary Arts Policy

Description: Correspondence, memoranda and reports relating to performing, visual and literary arts, crafts and design policy issues. ***Topics:*** Arts; performing arts; Capital Grants Program; music; theatre; dance; taxation – Canadian artists, tax issues and treatment of the artists; federal tax; tax expenditures; tax incentives and fiscal measures; Trade-in-Services (task force); visual arts; crafts; exhibitions and fairs; literary arts. ***Program Record Number:*** COM APP 235

Policy Planning and Special Projects

Description: Information on policies, statistics, programs and proposals related to socio-economic conditions in the cultural sector, cross-sector policy issues and non-programming services including broadcasting and related communication technologies. ***Topics:*** Training and professional development, design, marketing, computer courseware, trade negotiations, performing arts and visual arts. ***Program Record Number:*** COM APP 215

Travelling Exhibitions: Applications for Insurance

Description: This program maintains separate files on each application for insurance coverage from a Canadian museum, gallery, archive or library. The files contain information regarding the facilities of the applying institution, details of the materials making up the travelling exhibition in question and their value, and correspondence relating to the application. ***Topics:*** Insurance for travelling exhibitions; museums; galleries; archives; libraries. ***Program Record Number:*** COM MHP 270

■ Communications Policy Sector

Book Publishing Industry Development Program

Description: Separate files are maintained for each application under the program's components. Files contain information on the corporate and financial status of the book publisher or industry group involved. Project specifications and all correspondence are included on file. The program also maintains an automated data bank with financial information on each applicant. ***Topics:*** Assistance programs – aid to individual firms, educational publishing fund, aid to industry and cooperative projects, aid to professional associations, international marketing assistance; studies related to program performance. ***Program Record Number:*** COM ACI 250

Broadcasting Policy

Description: Information on the formulation of policies and programs and on implementation strategies to develop broadcasting in a way that contributes to Canadian social, cultural and economic objectives. Information on the development and implementation of comprehensive analyses in the field of broadcasting, including the operational monitoring of the Canadian Broadcasting Corporation and broadcast-related activities of Telefilm Canada. ***Topics:*** Broadcasting (radio) – projects, reports, policies and programs; broadcasting (television) – projects, reports, policies and programs; broadcasting (cable television) – projects, reports, policies and programs; Canadian Broadcasting Corporation; International Broadcasting Policy; new and specialized broadcasting services; pay television; program production; Canadian Broadcast Program Development Fund; Telefilm Canada (broadcast-related activities); Broadcasting Distribution Program. ***Access:*** Database: radio, television and cable micro database containing information on broadcasting and cable industries that can be retrieved quickly for statistical analysis; telecommunications macro database containing information on broadcasting, cable television, telephony and telecommunications industries that can be retrieved quickly for statistical analysis. ***Program Record Number:*** COM BCI 026

Canadian Audio-visual Certification Office

Description: An automated information bank containing information on applications from producers for certification of their film and videotape productions. An additional manual and automated filing system exists containing individual application forms and supporting documentation. Special requests for statistics are accommodated whenever possible. ***Topics:*** Numbers of certified shorts and features by year as well as total budgets; percentages of Canadians performing key creative functions by year; percentages of remuneration paid to Canadians; individuals performing key creative functions; percentages of Canadian costs; location and time of shooting, as well as such confidential information as budgets, prospectuses and audited statements. This class of documents contains personal information of creative personnel, such as name, address and citizenship. *Program Record Number:* COM ACI 255

Copyright Policy Development

Description: Information on the formulation and recommendation of departmental copyright policy and associated legislative development at departmental and inter-departmental levels. *Topics:* Criteria for copyright protection; subject matter of protection; economic and moral rights of copyright owners; ownership of copyright; exceptions to protection; term of protection; infringement of copyright and remedies; briefs and submissions relating to the above; copyright-based industries; interfacing of communications; copyright policies. *Program Record Number:* COM APP 245

Extension of Services and Special Audiences Policy

Description: Information on policies, programs and proposals related to the extension and improvement of broadcasting, cable, telecommunications, and new programming and non-programming services for Canadians who are inadequately served by the broadcasting system because of their geographic location or their special cultural, social or physical requirements. *Topics:* Extension of services; northern communications; native communications; Northern Native Broadcast Access Program; National Reading Service Assistance Program; communications and the handicapped; broadcasting and social applications of satellites; multilingual broadcasting. *Program Record Number:* COM BCI 041

Film and Video Policy and Programs

Description: Information on cultural industries in general, their markets, industry participants, related departmental and agency programs, industry associations and policy issues. *Topics:* Canadian ownership; imports and exports; federal cultural agencies – Telefilm Canada, National Film Board; foreign investments/FIRA; tax issues; financial assistance; training and development. *Program Record Number:* COM ACI 221

Publishing Policy and Publications Distribution Assistance Program

Description: Information on the development of policies related to books and periodicals as well as information related to concessionary postal rates. *Topics:* Canadian ownership; import and export; foreign investments; tax policy; financial assistance; postal subsidies. *Program Record Number:* COM ACI 251

Regulatory Policy

Description: Information on the development of policies and legislative measures related to the regulation of broadcasting, specifically radio, television and cable television. *Topics:* Legislation; regulations; directives to the CRTC; appeals to the Governor-in-Council (section 23 of the Broadcasting Act); status of cable television; copyright law and cable retransmission of broadcasts. *Program Record Number:* COM BCI 036

Sound Recording Policy and Programs

Description: Information on the industry in general, its market, industry participants, related departmental and agency programs, industry associations and policy issues. *Topics:* Canadian ownership; imports and exports, copyright, customs and immigration; federal cultural agencies – Canada Council and CRTC; foreign investments/FIRA; tax issues; financial assistance; training and development. *Program Record Number:* COM ACI 222

Telematics and New Media

Description: This bank contains information on policy issues and program initiatives in the areas of telematics and new media. *Topics:* Telecommunications network-based information services and distribution of advanced computer-based audio/visual services. *Program Record Number:* COM TNM 266

■ Research and Spectrum

Advanced Devices and Reliability

Description: Information pertaining to research and development of new microelectronic devices and circuits, particularly those based on compound semiconductor materials such as gallium arsenide (GaAs), and the evaluation of these materials in regard to their suitability for device and circuit fabrication. *Topics:* Device and circuit fabrication processes and evaluations; GAAs high-speed logic optoelectronic devices and circuits for data processing; and broadband switching applications. *Program Record Number:* COM COM 141

Behaviourial Research

Description: This bank contains reports, studies, field trial evaluations, surveys and interviews involving individual reactions, views and opinions related to the intellectual, creative and productive capabilities of human beings in information communication and related processes, especially human perceptual and cognitive processes, human behaviour, and the interaction between people and communications technology. The reports themselves, published or unpublished, reflect collective human behaviour and not personal information about an individual. Personal information may be obtained in the process of preparing a report to establish the identity and credibility of the source. This information is not used for administrative purposes and is not arranged or retrievable by personal identifiers. This form of personal information is normally retrievable only if specifics are provided concerning the report involved. The retention of information depends on the length of time it is needed for related research. It is active for the fiscal years that the project is active; otherwise, active for the current fiscal year and thereafter inactive but retrievable for the next two years, after which it is stored in archives. *Program Record Number:* COM BRT 155

Broadcast Engineering Database

Description: This bank contains technical and administrative information related to broadcasting certificates. The information is used in the issue, renewal and amendment of certificates under the

Radiocommunications Act and in providing technical certification to the Canadian Radio-television and Telecommunications Commission (CRTC) to permit the issue of broadcast licenses under the Broadcasting Act. It is also used in meeting the technical criteria in bilateral agreements with the U.S.A. and agreements administered by the International Telecommunication Union (ITU). Some of this information is shared with: the Department of Transport to ensure that transmission of FM broadcasting stations do not interfere with aircraft communications; Energy, Mines and Resources Canada in preparing topographical maps; CRTC; Federal Communications Commission of the U.S.A. (FCC) related to the above agreements. ***Note:*** This record is also part of the Regional Offices. ***Program Record Number:*** COM SMB 201

Broadcast Technologies Research and Development

Description: Information on research and development in broadcasting and related technologies, systems and services. ***Topics:*** Television; sound (radio); datacasting; imagery; video and film generation; interactive home-services; behaviourial research; broadcast standards and networks. ***Program Record Number:*** COM BRT 151

Communications Application Research

Description: Information on the implementation of new or improved communications products and services to meet user requirements for industrial and economic development. This involves the development and management of projects resulting from the applications of research technologies. ***Topics:*** Informatics applications and communications applications. ***Program Record Number:*** COM DGI 191

Communications Electronic Security

Description: Information on the Communications Electronic Security (COMSEC) program in relation to the Department's mandate to provide advice and guidance to most federal departments and agencies, the development of COMSEC doctrine and policy formulation, and the provision of engineering support and coordination of equipment acquisition. ***Topics:*** COMSEC policy, COMSEC equipment and COMSEC support. ***Note:*** This record is also part of the Regional Offices. ***Program Record Number:*** COM SCS 280

Community Cable Television Database

Description: This bank contains technical and administrative information related to broadcasting certificates for cable television distribution systems. The information is used in the issue, renewal and amendment of certificates under the Radiocommunications Act and in providing technical certification to the Canadian Radio-television and Telecommunications Commission (CRTC) to permit the issue of licenses under the Broadcasting Act. Parts of this information are shared with: the Department of Transport to ensure that transmission towers do not interfere with aircraft communications and navigation, and with the CRTC. ***Note:*** This record is also part of the Regional Offices. ***Program Record Number:*** COM SMB 202

Components and Subsystems

Description: Information pertaining to research and development on the design, testing and application of GAAS monolithic microwave integrated circuits (MMIC), miniature hybrid microwave integrated circuits (MHMIC), components for use in the EHF frequency band, and the design and application of silicon very large scale integrated circuits (VLSI). ***Topics:*** MMIC components and devices; EHF MHMIC components; high speed digital components; and phased array antennas (for communications, radar and microwave landing system application). ***Program Record Number:*** COM COM 142

Emergency Telecommunications

Description: Information on emergency telecommunications planning in support of the Department's mandate summarized in Emergency Planning Order PC 1981-1305 dated May 21, 1981. ***Topics:*** Emergency preparedness and crisis management; interdepartmental, intergovernmental and international committees on civil emergency planning; emergency telecommunications programs and contingency plans; national warning system emergency planning and support by regions; NATO and U.S./Canada military and civil exercises. ***Note:*** This record is also part of the Regional Offices. ***Program Record Number:*** COM RDR 205

Engineering

Description: This class of documents contains information on technical standards and procedures for radio equipment and systems, the development and implementation of radio frequency plans and frequency assignment criteria. It also contains the Terminal Attachment Program standards and procedures. ***Topics:*** Equipment type approval; technical methods, practices, procedures and standards; development and engineering. Spectrum management: assignment and licensing subsystems, research, special projects, pilot projects, spectrum surveillance system, automated systems development. ***Note:*** This record is also part of the Regional Offices. ***Program Record Number:*** COM SMG 210

Financial and Regulatory Policy

Description: Policies relating to the regulation of the telecommunications industry. ***Topics:*** Telecommunications regulation; financial statistics. ***Program Record Number:*** COM TIP 061

Government Telecommunications Program

Description: The Government Telecommunications Agency provides a full range of telecommunications facilities and services for federal departments and agencies, including shared and customized voice and data systems, government of Canada telephone directories, and consulting and advisory services. In addition, the agency in consultation with departments and agencies carries out the Telecommunications Architect function, which is committed to the development of strategies and plans for government-wide telecommunications systems. ***Topics:*** Systems: data, dedicated, voice, shared, inter-city network consolidation, teleconferencing; coordination: guidelines and standards, inter-departmental coordination; telecommunications projects, research, policy and planning; surveys on voice-messaging. ***Program Record Number:*** COM TIT 120

Industry Development Program

Description: Involves the complementary activities of economic development, industry development and marketing support to promote effective government leadership in support of the satellite, informatics, and telecommunications industries. ***Topics:*** Program planning; policy reports and studies; industrial objectives and opportunities; industrial capabilities and requirements monitoring; government support; technology transfer coordination; marketing support; industrial research and development statistics, reports and studies on information technologies, radio communications, satellites and mobile communications. ***Program Record Number:*** COM DGI 111

Industry Structure and Services

Description: Policies relating to corporate relations and services in the telecommunications carriage industry. ***Topics:*** Legislation; competition; terms and conditions of service; terminal attachment. ***Program Record Number:*** COM TIP 046

Management and Plans

Description: Information on ADMRS sector management and planning activities. ***Topics:*** Budgets, financial accountability reports, person-year reports, staffing, classification, training, Treasury Board submissions, contracts, Main Estimates Science Addendum, data bases on international travel, conference attendance and personal computer usage. ***Program Record Number:*** COM DMG 196

Mobile Satellite Program

Description: The Mobile Satellite (MSAT) Program, begun in the latter part of 1980, exists to foster development of new mobile telecommunications services in Canada. The program has changed from a government demonstration system to a commercially led Canada-U.S. joint venture supported by both the Department and NASA. Under the revised program Telesat Canada is to seek agreements with an American commercial operator to be licensed by the FCC. Telesat is to design the system and procure the spacecraft. The Department's responsibilities during the implementation phase include supporting technology development for the spacecraft and ground terminals, supporting Telesat in negotiation of business arrangements in Canada and the United States, ensuring adequate spectrum allocation and sharing arrangements with the United States, issuing supportive telecommunications policies, and supporting Telesat by the sharing of technological and market risk in the first generation system. ***Topics:*** Program and project control; system and service description; committees and working groups; international liaison; domestic and international agreements; program development; contracts and studies plan; spectrum sharing and allocation; policy and regulatory issues. ***Program Record Number:*** COM CTR 090

Network Policy and Standards Management

Description: National policies related to the orderly development and implementation of telecommunications networks and standards, and management of the Canadian national effort in the CCITT or the ITU. ***Topics:*** Network development; standards policy; northern communications. ***Program Record Number:*** COM TIP 056

Optical Communications Technologies

Description: Information pertaining to research and development on optical communications and electrophotonics that have application in communications and informatics. ***Topics:*** Research on standards; field trials; optical computing and switching; optical and passive waveguides; military applications; fibre optics local networks. ***Program Record Number:*** COM COM 140

Radio Communications Technologies

Description: Research and development in the area of radio communications technology, and the performance of radio communications equipment in its operating environment for military and civil applications. ***Topics:*** Radio communications technology; radio frequency environment, radio systems techniques; radio communications surveillance; high-frequency radio findings, military communications. ***Program Record Number:*** COM CTR 135

Radio Propagation

Description: Information on the transmission of radio waves in the very low-frequency (VLF) through the extra high-frequency (EHF) bands and the design and management of analog and digital communication systems for both civilian and military applications. ***Topics:*** VHF/UHF propagation studies, experiments and modelling; International Satellites for Ionospheric Studies; Space Shuttle/Waves in Space Plasmas project; VLF/LF/MF/HF studies and models; microwave propagation studies and wireless environment local area networks; military communications technology, military communications systems; UHF/VHF prediction Program and Topographic Database. ***Program Record Number:*** COM CTR 130

Satellite Communications

Description: Information on the research and development of communications and other space systems and subsystems. ***Topics:*** Space communications systems research; military satellite communications; search and rescue satellite (SARSAT); mobile satellite communications; communications signal processing; low-cost satellite telephony terminals. ***Program Record Number:*** COM CTR 170

Spectrum and Orbit Policy

Description: Domestic telecommunications policies on spectrum and orbital allocations and radio systems. ***Topics:*** Frequency allocation policy; spectrum utilization policy; radio system policy; orbit policy. ***Program Record Number:*** COM TIP 051

Spectrum Management Operations

Description: This class of documents contains information on the application of the Radiocommunications Act and the development and administration of regulations. ***Topics:*** Call signs; procedures; standards and practices; regulations; spectrum management. Computer system operation: data management, Assignment Licensing System (PIB 2004), General Radio Service Licensing System. Interference: complaints and suppressions; prosecutions for unauthorized installations; Radio Operator Certification Records. Frequencies: coordination, amateur, experimental, private and public commercial, radio telephone, ships; monitoring (spectrum surveillance). ***Note:*** This record is also part of the Regional Offices. ***Program Record Number:*** COM RDR 195

Systems Interconnection Research

Description: Information on research and development in computer/data communications and information technology. Particularly comprehensive data on Open Systems Interconnection and standards. Information is held in the form of reports, studies, national standards, international standards and standards committee working documents. ***Topics:*** Open Systems Interconnection, Integrated Services Digital Networks, Standards, Conformance Testing, Systems Architecture, Text and Office Systems. ***Program Record Number:*** COM TIP 048

Technology and Policy Planning

Description: Information about technological trends and priorities and the technical, economic, institutional, regulatory and social impacts of those key technologies. ***Topics:*** Technology assessment, research environment, telecommunications program design and assessment; artificial intelligence, new video technologies, electronic publishing, information technology; Vision 2000 Project. ***Program Record Number:*** COM DGI 081

■ Quebec Sector

Canadian Workplace Automation Research Centre

Description: This class of documents contains information about the projects carried out at the Centre. ***Topics:*** Organizational research, multimedia systems, processing of natural languages, standardized technologies, implementation management, knowledge-based systems and cultural applications of information and communications technologies. ***Program Record Number:*** COM WKP 190

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■ Research and Spectrum Sector and Regional Offices

Complaints and Suppressions – Interference

This bank contains records pertaining to the investigation of complaints and recommended actions for suppression of radio interference. Each file contains the complainant's name and address and the nature of the complaint. Information was obtained to document the manner in which complaints are handled and to provide management with information and technical statistics of radio interference complaints. Only the technical information is released to the Canadian Standards Association and Comité internationale de standardisation des perturbations de radio as per international arrangements. These records are retained for 10 years (active for three and dormant for seven years). ***Bank Number:*** COM PPU 015

Prosecutions – Illegal Radio Installations

This bank holds records pertaining to prosecution for illegal radio installations. It contains the name and address of the individual or firm being prosecuted and the nature of the violation. This information relates to persons being prosecuted for Radiocommunication Act offenses. Information is collected in order to obtain authority to initiate legal actions. The information is shared with police agencies for the purpose of Radiocommunication Act prosecutions. Records in this bank are retained for 10 years (active for five and dormant for five years). ***Bank Number:*** COM PPU 020

Radio Operator Certificate Bank

This bank contains a listing by name of amateur and professional radio operators. It may contain operator examination results, citizenship, date and place of birth, class of certificate, certificate number and the date of issuance of the certificate. It may also contain a physical description of the certificate holder. This information relates to radio operators. Information was obtained in order to establish eligibility for radio operator certificates and to maintain a list of amateur and professional radio operators holding certificates of proficiency for the appropriate type of service. For amateurs, files are retained two years after the licence is invalid, for professionals – 20 years (five active and fifteen dormant). Operators examination results are retained five years (active for two and dormant for three). Radio Operator Certificate records are retained for 20 years (active for five and dormant for fifteen). ***Bank Number:*** COM PPU 005

Radio Station Licensing Data Bank

This bank contains non-broadcasting radio station licensing information, derived from applications submitted by applicants for radio station licences. It contains information such as radio frequencies, call signs, emissions, station location and personal data of applicants. This information relates to holders of radio licences. Information was obtained in order to license and control the use of all non-broadcasting radio station systems in Canada for the planning and management of the radio frequency spectrum. In particular, this bank is used in the frequency selection process for new or existing stations and in associated electromagnetic compatibility studies. It also provides information needed for the identification of sources of interstation interference, policy formulation, and frequency utilization study purposes. The licensee and licence-fee-accounting information is used as a basis for the collection of annual licence renewal fees. In most cases, the information which appears on the face of radio licences in the database is available for release upon request. Information such as names and addresses of licensees, assigned radio frequencies, call signs, emissions, band width and power is provided to selected government bodies, persons or companies in connection with frequency coordination procedures for station or system planning, for reference or for similar purposes. Part of this information is shared with the following organizations, agencies and government departments: the Department of Transport for licensing information on the invoicing of ship board radio traffic; the Canadian Coast Guard, to ascertain whether a vessel has a valid radio equipment licence prior to placing telephone calls or passing traffic; a call sign and or name is provided to the Search and Rescue Coordination Centre so that vessel/aircraft routes may be established to facilitate the location of lost vessels or aircraft; various agencies and organizations in Canada and the U.S. for coordination of frequencies and system parameters; Amateur organizations for membership surveys and drives; publishers of the Radio Amateur Call Book (Canada and the U.S.) for the name, address, level of certificate and call sign for the purpose of pursuing activities related to amateur radio; law enforcement agencies for investigations relating to offenses under the Radiocommunication Act; organizations providing radio services to the public in order to establish that their clientele is licensed; equipment suppliers to facilitate the commissioning of their clients' communications systems; and the Department of Transport, National Defence and other organizations to provide information on privately operated non-directional navigation beacons in the interest of safety. Finally, the Department releases certain information concerning amateur radio operators because it wishes to: promote the orderly handling of volunteer emergency communications; adhere to its international commitments as a member of the International Telecommunications Union; and foster the efficient communication between all amateurs. ***Bank Number:*** COM PPU 010

Systems Interconnection Research

Description: Information on memberships in national standards committees on telecommunications and information technology. Data bank also contains listings of organizations involved in standards development and exploitation in Canada. ***Purpose:*** For use in dissemination of information on standards and administering national standards committees. ***Bank Number:*** COM PPU 021

■ Corporate Management Sector

Access to Information and Privacy Request Data Bank

This bank contains the access to information and personal information request forms sent by individuals requesting access to departmental files, the replies to such requests and information related to their processing. It is used for processing requests only, and to report on the number of access and personal information requests received annually. The information was obtained in accordance with the Access to Information Act in order to facilitate the provision of access to departmental records. The information is used to produce the annual report to Parliament and quarterly reports to Treasury Board. It may also be requested through the Access to Information Act by the general public. In all cases, personal information is consistently protected. These records are retained for two years, and then forwarded to National Archives of Canada. ***Bank Number:*** COM PPU 035

Accounts Payable and Accounts Receivable

Description: This bank contains information on all monetary transactions between the Department and the public. This will also include information from the agencies collecting money on behalf of the Department. ***Class of Individuals:*** Private sector. ***Purpose:*** This information is used to account for all monies paid to or received from individuals or businesses. ***Retention and Disposal Standards:*** Information is retained for six years. ***TBS Registration:*** 002070 ***Bank Number:*** COM PPU 046

Applications for Employment

Description: This bank contains applications for employment with the Department. These requests usually consist of a letter and curriculum vitae. Applications are examined and considered for available or future positions. ***Class of Individuals:*** General public. ***Purpose:*** This information was not solicited but was provided voluntarily by individuals seeking employment with the Department. ***Retention and Disposal Standards:*** These records are retained in the Department for one year, then destroyed. ***TBS Registration:*** 001177 ***Bank Number:*** COM PPU 025

Applications for Personal Service Contracts

Description: This bank contains applications from individuals seeking consideration for contractual arrangements with the Department. It may contain personal characteristics, professional qualifications and assessments of the individuals' work. ***Class of Individuals:*** General public. ***Purpose:*** This information was not solicited, and was provided voluntarily by individuals seeking contractual arrangements with the Department. ***Retention and Disposal Standards:*** These records are kept in the Department for two years (active for two – dormant for four). ***TBS Registration:*** 001178 ***Bank Number:*** COM PPU 030

CNO/CCI Membership Lists

This bank is a computerized listing of Canadian members in the CNO/CCI (Canadian National Organization for the International Consultative Committees) and national study groups. The CCIs are technical consultative committees of the International Telecommunication Union. This information relates to the public and private sector individuals who participate in the CNO/CCI. This bank was compiled to maintain up-to-date membership lists of CNO/CCI committees and national study groups for mailing purposes. This file may be used in order to distribute the CNO/CCI manual and CCIR/CCITT study group documents, and correspondence. Records are retained for 15 years (active for five – dormant for ten). ***Bank Number:*** COM PPU 055

ITU Headquarters and Field Staffing Data Bank

This bank contains applications and curricula vitae sent by individuals seeking employment in the International Telecommunications Union (ITU). In some cases the applications are submitted to the ITU and copies are retained on file. In other cases where the applications are not forwarded to the ITU, they are kept in an inventory for possible future submission to the ITU. This information relates to the public with specialized knowledge of telecommunications. All applications for employment at the ITU are channelled through the International Relations Branch of the Department for transmission to the Public Service Commission, External Affairs and ultimately the ITU. The information is used, at the request of the applicants, for position application purposes. If requested by the general public through the Access to Information Act, personal information is protected. These records are retained for 15 years (active for five – dormant for ten), then forwarded to National Archives of Canada for selective retention. ***Bank Number:*** COM PPU 060

Personal Information Disclosed to Federal Investigative Bodies

Description: In accordance with subsection 8(4) of the Privacy Act, this bank has been established to retain copies of requests received from authorized federal investigative bodies for personal information pursuant to paragraph 8(2)(e) of the Act. ***Class of Individuals:*** Individuals about whom requests for personal information have been received, pursuant to paragraph 8(2)(e) of the Privacy Act, from federal investigative bodies for the purpose of enforcing a Canadian law or carrying out a lawful investigation. ***Purpose:*** The purpose of this bank is to permit the Privacy Commissioner to review disclosures made (under paragraph 8(2)(e) of the Privacy Act) to federal investigative bodies for the purpose of enforcing a Canadian or provincial law or carrying out a lawful investigation. ***Retention and Disposal Standards:*** Records are retained two years after the last administrative action. ***TBS Registration:*** 002264 ***Bank Number:*** COM PPU 036

Telecommunications

Description: This bank contains information regarding telecommunication equipment and services, long distance usage, telecommunication service orders, location of equipment and services, and the cost associated with this equipment and services. It includes lists of employees who are authorized to use long distance call codes for the government network. It also includes call detail recording information for all long distance calls placed from government telephones, or using governmental authorization codes, including originating number, number dialed, time call started, time call ended, duration of call, long distance route, and whether call was placed during business hours. Telephone numbers dialed may include any member of the general public who might be called by a government employee or from a government telephone. Since many government telephone numbers are identified with specific employees, the call patterns and numbers dialed may reveal information about a specific government employee. ***Class of Individuals:*** Employees of the Department. ***Purpose:*** The information is compiled in order to facilitate telecommunications management and the control of usage and accounting information. ***Consistent Uses:*** This information is used for expenditure forecasting and control, and day-to-day telecommunications management. ***Retention and Disposal Standards:*** These records are kept for three years, then destroyed. ***TBS Registration:*** 001179 ***Bank Number:*** COM PPU 040

Unsolicited Proposals

Description: The Department receives a wide variety of unsolicited proposals for projects. In those cases where a contract is awarded, the information is forwarded to the Accounts Payable personal information bank. In many cases, when funds are not available to entertain the proposal, the submission is retained in case funding should become available. Unsuccessful bids in response to a request for proposal may also be retained in case additional requirements arise. Submissions may contain names, addresses, resumés, and original ideas of the applicants. ***Class of Individuals:*** General public, scientific community, arts community. ***Purpose:*** Information was provided in order to facilitate the evaluation of proposals for funding, research grants and contracts, field trials, or cultural activities. ***Consistent Uses:*** Submissions may be forwarded with permission to other departments or agencies which may be interested. ***Retention and Disposal Standards:*** Records in this bank are retained for six years after completion and non-renewal (active for two – dormant for four). ***TBS Registration:*** 001181 ***Bank Number:*** COM PPU 050

■ Communications Sector

Sound Recording Development Program

Description: This class of documents contains separate files for each application for funding under the Sound Recording Development Program. ***Class of Individuals:*** Individuals and private firms. ***Purpose:*** This information is compiled to help manage the Sound Recording Development Program. ***Consistent Uses:*** This information is used to determine eligibility for funding under the program. ***Retention and Disposal Standards:*** Records are retained for seven years. ***TBS Registration:*** 002073 ***Bank Number:*** COM PPU 052

■ Research and Spectrum Sector

Telephone Call Detail Information

This bank contains details of all commercial long distance calls and government intercity network calls placed from government telephones which are provided as part of GTA's Local Shared Service and all calls placed on the GTA intercity network using government authorization codes. For calls originating from GTA Local Shared Service telephones, the information includes the originating number, the number dialed, the intercity route taken, the date and time the call started and the duration of the call. For calls placed using authorization codes, the authorization code is added to the above information and the originating number will be replaced by an incoming trunk number. Telephone numbers dialed may include any telephone which is accessible on the commercial long distance network, the government intercity network or other dedicated departmental networks. People placing the calls include government employees, anyone who subscribes to GTA Local Shared Service, and anyone having access to a GTA-provided telephone. This includes Members of the House of Commons, Senators and their staffs; employees of agencies and Crown corporations included under Schedules 1 and 2 of the Financial Administration Act. Since many of the GTA-provided Local Shared Service Telephone numbers can be identified with a specific individual and call authorization codes are assigned to a specific individual by departments, the calling patterns and numbers dialed may reveal information about that individual. It can also reveal information about calls to a third party. GTA does not maintain in the call-detail files either the names to whom telephone numbers have been assigned or a list of which individuals have been assigned specific call authorization codes. Maintenance of this information, if necessary, is the responsibility of the department/agency which pays for the usage charges. GTA does maintain a separate directory database which is public knowledge and is published in government telephone directories either semi-annually or annually. The information is collected and processed to provide a basis for the billing of government departments/agencies for the charges incurred by GTA in providing the government intercity network; to provide particulars needed by departments/agencies to manage and control their use of GTA-provided network facilities and the resulting costs; to allow GTA to monitor, manage, control, forecast and plan the government intercity network. It is also used to monitor the performance of the network so that GTA can judge whether value has been received from the suppliers of the network. The information is provided to all GTA regional offices and to all government department/agency telecommunications officers or their authorized representatives so that they may manage and control their organization's use of the GTA intercity network, further allocate the costs within their department and ensure that the intercity network facilities are being used appropriately. GTA's retention period for detailed information is 6 months and 24 months for summary information. *Bank Number:* COM PPU 070

Telephone for the Speech Impaired

Description: The information in this bank describes people with severe speech impairment, including its primary cause, the person's place of residence, ability to use augmentative communications systems such as symbols and other means, the availability of and ability to use computers, and access to telephone lines. *Class of Individuals:* Speech-impaired individuals, including the following: cerebral palsy victims, mentally handicapped, hearing impaired (where adult reading comprehension is at or less than a Grade 4 level), aphasics (due to stroke, etc.) and those with emotional or behaviour disorders, including autism. *Purpose:* The purpose of this bank is to determine the number of Canadians with a severe speech impairment, the percentage using augmentative communications systems and the percentage using or having access to personal computers and telephone lines. Information received will enable the department to determine the best type of computers and telecommunications methods to use, and to identify possible test sites, based on needs and location of respondents. *Consistent Uses:* Information will be used to set up a trial of the BLISSCOM "telephone for the speech impaired". Disclosure of names will only be made with permission of the respondent, when that individual is invited by the Department of Communications to take part in the trial. *Retention and Disposal Standards:* Records are destroyed two years after the most recent administrative activity related to an individual case. *TBS Registration:* 002104 *Bank Number:* COM PPU 075

Classes of Personal Information

■ Research and Spectrum Sector

Behaviourial Research

This bank contains reports, studies, field trial evaluations, surveys, and interviews involving individual reactions, views and opinions related to the intellectual, creative and productive capabilities of human beings in information communication and related processes, especially human perceptual and cognitive processes, human behaviour and the interaction between people and communications technology. The reports themselves, published or unpublished, reflect collective human behaviour and not personal information about an individual. Personal information may be obtained in the process of preparing a report, to establish the identity and credibility of the source. This information is not used for administrative purposes and is not arranged by or retrievable by personal identifiers. This form of personal information is normally retrievable only if specifics are provided concerning the report involved. The retention of information depends on the length of time it is needed for related research. It is active for the fiscal years in which the project is active; otherwise, it is active for the current fiscal year; thereafter it is inactive but retrievable for the next two years, after which it is transferred to the National Archives of Canada.

■ Communications Sector

Canadian Audiovisual Certification

This class of documents contains personal information pertaining to the creative personnel employed in productions which have been submitted for certification to determine the eligibility of the production for the capital cost allowance program. It contains names, addresses, citizenship and remuneration paid. Information is not filed by personal identifier, but is filed with application forms for the production. Files are retained for five years and then transferred to National Archives of Canada for selective retention. (See also Program Records: COM ACI 255 – Canadian Audio-Visual Certification Office).

Book Publishing Industry Development Program

This class of documents contains separate files for each application for funding under the Book Publishing Industry Development Program. Files contain information about the corporate and financial status of the book publishers or industry groups involved. Personal information retained could include citizenship, nationality and other personal and financial information of company presidents, vice-presidents and shareholders. The information is used to determine eligibility for funding under the program. Files are retained for seven years and are then forwarded to National Archives of Canada for selective retention. (See also Program Records: COM ACI 250 – Book Publishing Industry Development Program).

■ Arts and Heritage Sector

Canadian Heritage Information Network

This class of personal information is pertinent to the collection of museum objects by Canadian museums. This information is part of the national inventory of museum collections which is used by museums in the management of their collections. The documents may contain references to individuals with whom Canadian museums deal in relation to collecting. Also contained is basic biographical information on Canadian artists. The records are created and supplied by Canadian museums and are maintained as long as is necessary for their management.

Insurance Program for Travelling Exhibitions

This class of personal information contains applications and supporting documentation submitted by museums, galleries, archives and libraries seeking insurance coverage for exhibitions which they organize and host. These documents contain the names and addresses of lenders of objects to the exhibition, as well as a description and the monetary value of the objects being loaned. This information is not filed by personal identifier, but rather by title of the exhibition. This information is used to determine the eligibility of the exhibition for insurance coverage through the program and for the preparation of insurance certificates for lenders to the exhibition. Records are retained for seven years, then transferred to the National Archives of Canada for selective retention. (See also Program Records: COM MHP 270 – Travelling Exhibitions: Applications for Insurance).

Cultural Initiatives Program

This class of personal information contains applications and supporting documentation submitted by cultural organizations seeking financial assistance for their activities. These documents may contain personal information pertaining to the directors and officers of cultural organizations including names, addresses and earnings. As well, the curriculum vitae of participants and/or expert advisors to the proposed activity may be held on file. This information is not filed by personal identifier but rather by cultural organization or activity title. This information was compiled to assess applications for funding of special projects under the program including management development projects, capital projects and special events such as festivals or conferences, etc. Records are retained for seven years, then transferred to National Archives of Canada for selective retention.

Arts and Culture Organizations Inventory/EDP

This class holds records pertaining to organizations identified on a regional basis. The information at present consists of name, address, contact and phone number. The class is to be up-dated on an ongoing basis and used for making announcements, organizing meetings and preparing correspondence, as well as possibly identifying eventual recipients to be sent survey questionnaires. These files are retained for seven years.

Labour Market Study

Part 1 of this bank contains personal information on approximately 1200 employees of the museums across Canada and responses to questions on training and professional development opportunities, employment conditions, educational and training background, and some demographic data. Part 2 contains data on 500 museums and responses to questions on the museums labour market such as number of full-time and part-time positions; number of people employed for each job and their classifications; current budgets, etc. Records will be kept for five years (plus two years dormant).

Manuals

Corporate Policy Sector

- International Radio Consultative Committee (CCIR)
- 1982 International Telecommunication Union Convention International Telecommunication Union (ITC) Radio Regulations
- International Telegraph and Telephone Consultative Committee (CCITT)

Research and Spectrum Sector and Regional Offices

- Policy Manual (PM) – PM-1 Radio Licensing
- Radio Inspectors Manual (RIM) – RIM-1-General; RIM-1-1-Consolidation of legislation and regulations on telecommunications; RIM-2-Licensing procedures; RIM-3-Inspection-Aeronautical, Maritime Land Stations; Interference; RIM-4-Certificates-Examinations; RIM-7-Prosecutions

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for news releases, speeches and general information on departmental policies, programs and activities, including publications, annual reports, and audio-visual materials, should be directed to:

Distribution Office, Information Services
Department of Communications
Journal Tower North, 300 Slater Street
Ottawa, Ontario
K1A 0C8
(613) 990-4842/990-4900

Outside the National Capital Region, additional information can be obtained through the regional offices. (See the addresses listed under "Reading Room").

Reading Room

The Department's libraries have been designated under the Access to Information Act as public readings rooms. Their addresses are:

Room 1420
Journal Tower North
300 Slater Street
Ottawa, Ontario K1A 0C8

Atlantic

Terminal Plaza Building
1222 Main Street, 7th Floor
P.O. Box 5090
Moncton, New Brunswick
E1C 8R2

(506) 857-6505

Quebec

Rasco Hotel
295 St. Paul Street East
Montreal, Quebec
H2Y 1H1

(514) 283-7737

Canadian Workplace Automation Research Centre
1575 Chomedey Blvd.
Laval, Quebec
H7V 2X2

(514) 682-3400

Ontario

9th Floor, 55 St. Clair Avenue East
Toronto, Ontario
M4T 1M2

(416) 973-8215

Central

200-386 Broadway Avenue
Winnipeg, Manitoba
R3C 3Y9

(204) 983-3166

Pacific

Suite 1700, 800 Burrard Street
Vancouver, British Columbia
V6Z 2J7

(604) 666-5424

Consumer and Corporate Affairs Canada

Chapter 33

General Information

Background

The Department of Consumer and Corporate Affairs was created in 1967 by the Department of Consumer and Corporate Affairs Act.

Responsibilities

The mandate of Consumer and Corporate Affairs Canada is to promote the fair and efficient operation of the marketplace in Canada. This is achieved primarily by establishing and administering rules and guidelines for business conduct; assuring accurate information for informed consumer decisions; maintaining and encouraging competition among businesses; establishing, administering and enforcing standards for trade in commodities and services; providing protection from product-related hazards; and encouraging the disclosure and diffusion of technological information.

Legislation

- An Act Respecting the Use of the Expression "Parliament Hill", R.S.C., 1985, c. P-1
- Bankruptcy Act, R.S.C., 1985, c. B-3
- Bills of Exchange Act (sections 188-192), R.S.C., 1985, c. B-4
- Boards of Trade Act, R.S.C., 1985, c. B-6
- Broadcasting Regulations (Pre-approval of Food Advertising)
- Canada Agricultural Products Standards Act (Regulations applicable at the retail level of trade), R.S.C., 1985, c. A-7
- Canada Business Corporations Act, R.S.C., 1985, c. C-44
- Canada Co-operative Associations Act, R.S.C., 1985, c. C-40
- Canada Corporations Act, R.S.C., 1985, c. C-43
- Competition Act
- Companies' Creditors Arrangement Act, R.S.C., 1985, c. C-46
- Consumer Packaging and Labelling Act, R.S.C., 1985, c. C-38
- Cooperative Credit Association Act, R.S.C., 1985, c. 41
- Copyright Act, R.S.C., 1985, c. C-42
- Corporations and Labour Unions Returns Act (section 14), R.S.C., 1985, c. C-43
- Defence Production Act (section 6), R.S.C., 1985, c. D-11
- Department of Consumer and Corporate Affairs Act, R.S.C., 1985, c. C-37
- Electricity and Gas Inspection Act, R.S.C., 1985, c. E-4
- Energy Supplies Emergency Act, R.S.C., 1985, c. E-9
- Excise Tax Act, R.S.C., 1985, c. E-14
- Feeds Act (Net Contents), R.S.C., 1985, c. F-9
- Fertilizers Act (Net Contents), R.S.C., 1985, c. F-10
- Fish Inspection Act (Regulations applicable at the retail level of trade), R.S.C., 1985, c. F-12
- Food and Drugs Act (Economic fraud in foods), R.S.C., 1985, c. F-27
- Government Corporations Operation Act, R.S.C., 1985, c. G-4
- Hazardous Products Act, R.S.C., 1985, c. H-3
- Industrial Design Act, R.S.C., 1985, c. I-9
- Insurance Companies, Canadian and British (subsections 4(1), 4(3), 4(5)), R.S.C., 1985, c. I-12
- Interest Act, R.S.C., 1985, c. I-15
- Investment Companies Act, R.S.C., 1985, c. I-22
- Loan Companies Act (section 102), R.S.C., 1985, c. L-12
- Lobbyists Registration Act
- National Trade Mark and True Labelling Act, R.S.C., 1985, c. N-18
- National Transportation Act (section 31), R.S.C., 1985, c. N-20
- Patent Act, R.S.C., 1985, c. P-4
- Pension Fund Societies Act (sections 4, 6, 7), R.S.C., 1985, c. P-8
- Pest Control Products Act (Net Contents), R.S.C., 1985, c. P-9
- Precious Metals Marking Act, R.S.C., 1985, c. P-19
- Public Documents Act, R.S.C., 1985, c. P-28
- Public Officers Act, R.S.C., 1985, c. P-31
- Public Servant Inventions Act (section 4), R.S.C., 1985, c. P-32
- Seals Act, R.S.C., 1985, c. S-6
- Seeds Act (Net Contents), R.S.C., 1985 c. S-8
- Shipping Conferences Exemption Act (section 12), R.S.C., 1985, c. S-10
- St. Lawrence Seaway Authority Act, R.S.C., 1985, c. S-2
- Tax Rebate Discounting Act, R.S.C., 1985, c. T-2
- Textile Labelling Act, R.S.C., 1985, c. T-10
- Timber Marking Act, R.S.C., 1985, c. T-11
- Trade Marks Act (section 8), R.S.C., 1985, c. T-13
- Trade Unions Act, R.S.C., 1985, c. T-14
- Urea Formaldehyde Insulation Act
- Weights and Measures Act, R.S.C., 1985, c. W-6
- Winding-Up Act (Part 1), R.S.C., 1985, c. W-11

Organization

The Department is organized into four bureaus: Consumer Affairs, Competition Policy, Corporate Affairs and Legislative Policy, and Corporate Policy and Strategic Planning. Their work is supported by three service bureaus and field staff in the Atlantic, Quebec, Ontario, Prairie and Pacific regions. The Deputy Minister, who is also the Deputy Registrar General of Canada, is responsible for the finance and administration directorates and the departmental secretariat. The Director of Investigation and Research is a statutory appointment under section 5 of the Competition Act that is independent and autonomous from the Department and the Minister.

Bureau of Consumer Affairs

The Bureau promotes and protects the consumer interest in the marketplace by enforcing legislation respecting fraud, safety, measurement accuracy and product labelling. The Bureau is also responsible for consumer information, advocacy within government and with industry, and financial and technical support of consumer groups.

Consumer Products Branch: Administers acts and regulations affecting the packaging, labelling, advertising, quality, quantity and composition of textiles, precious metals and all prepackaged food and non-food products. It also administers some provincial statutes respecting the grading and sale of agricultural and fish products at the retail level.

Consumer Policy Services Branch: Responsible for developing policy on a broad range of matters arising from the Minister mandate as expressed in the Department of Consumer and Corporate Affairs Act and not specifically related to legislation administered by other bureau sub-activities. The Branch recommends, initiates and coordinates programs in the government, businesses and voluntary sectors that promote and protect the interest of Canadian consumers. It also administers the Tax Rebate Discounting Act and a grants and contributions program for consumer and voluntary organizations.

Legal Metrology Branch: Administers the Electricity and Gas Inspection Act and the Weights and Measures Act to minimize inaccurate measurements and ensure equity at all levels of trade of commodities and services bought and sold on the basis of measurement. The Branch conducts approval examinations and inspections of devices, maintains and calibrates standards, and inspects goods and services. It also coordinates Canada's participation in the "Organisation internationale de Métrologie légale".

Product Safety Branch: Administers the Hazardous Products Act to ensure adequate safety standards for consumer products and chemicals used in the workplace, and to promote consumer and trader understanding of health and safety regulations and standards. The Branch conducts product testing for regulatory development purposes and for compliance with regulations. Inspectors designated under the Act have powers of search and seizure.

Bureau of Corporate Affairs and Legislative Policy

The Bureau seeks to provide a legal and regulatory framework for the orderly conduct of business. It incorporates federal, business and non-profit corporations, regulates bankruptcy proceedings for insolvent companies and individuals, licenses and supervises trustees in bankruptcy and enforces standards of conduct for corporations in the treatment of shareholders and the disclosure of relevant corporate information. The Bureau also grants exclusive property rights for inventions (patents), trademarks, industrial designs and copyright of original literary, dramatic, musical and artistic works and maintains the Registry of Lobbyists. The Bureau also plays the lead role in the preparation of all proposals for the amendment of departmental statutes.

Bankruptcy Branch: Administers the Bankruptcy Act by providing assistance in the filing of consumer bankruptcies; by protecting both bankruptcy creditors' and debtors' rights; by licensing and supervising trustees-in-bankruptcy; by detecting abuses of the bankruptcy process both before and after bankruptcy; by maintaining and disseminating general and statistical bankruptcy and insolvency information; and by acting as a depository for any documents to be filed pursuant to any intellectual property legislation.

Corporations Branch: Administers the Canada Corporations Act, the Canada Business Corporations Act, and several other statutes, through the examination of applications for incorporation, continuance, amalgamation and dissolution of corporations; the management of a database on federal corporations; and the collection, assessment and verification of information made available to the public. It issues exemptions from various requirements of the Canada Business Corporations Act; and conducts enquiries and investigations into corporate misconduct.

Lobbyists Registration Branch: Administers the reporting and disclosure requirements of the Lobbyists Registration Act.

Legislative Review Directorate: Responsible for all research and policy development activities which lead to legislative and regulatory reform of the Department's statutory and program base. The Directorate also develops and directs research activities, and participates in international and intergovernmental negotiations. The Directorate is composed of two branches: the Consumer and Corporate Review Branch and the Intellectual Property Review Branch.

Intellectual Property Directorate: Administers legislation dealing with patents, trade marks, copyright, industrial designs, and timber marks. The Directorate includes the Copyright and Industrial Design Office, the Patents Office and the Trade Marks Office.

Bureau of Competition Policy

The Bureau of Competition Policy promotes competition and efficiency in the Canadian economy through the administration of the Competition Act. The Bureau concentrates on enforcement, public awareness and inputs into public policy matters.

The Director of Investigation and Research has the responsibility for administering and enforcing the Competition Act. The Director is the head of the Bureau of Competition Policy, which consists of a number of Branches:

Mergers Branch: Responsible for the administration of the merger provisions of the Act, including the notifiable transaction requirements, in all sectors of the Canadian economy.

Services Branch: Responsible for enforcement, policies, priorities and standards related to the criminal and non-criminal (excluding mergers and marketing practices) provisions of the Competition Act in the services sector of the economy, as well as the provision of corporate direction to ensure uniformity in their interpretation, application and appropriateness across Canada.

Resources and Manufacturing Branch: Responsible for enforcement, policies, priorities and standards related to the criminal and non-criminal (excluding mergers and marketing practices) provisions of the Competition Act in the resources and manufacturing sectors of the economy, as well as the provision of corporate direction to ensure uniformity in their interpretation, application and appropriateness across Canada.

Marketing Practices Branch: Enforces the misleading advertising and deceptive marketing practices provisions of the Competition Act. The Branch functions in a decentralized fashion, with 12 offices across Canada.

Economics and International Affairs Branch: Provides economic analysis and advice to the Director of Investigation and Research and to the other branches of the Bureau which deal with enforcement and policy. The Branch also participates in departmental and interdepartmental development of government policies and legislation interfacing with the Competition Act, and is responsible for Canada's participation in and contribution to the work of international organizations such as Organization for Economic Development and Cooperation (OECD) and United Nations Conference on Trade and Development (UNCTAD) in the field of competition policy.

Regulatory Affairs Branch: Responsible for the preparation of interventions before federal and provincial regulatory boards and tribunals under the provisions of the Competition Act.

The Compliance Policy and Management Coordination Directorate: This Directorate is comprised of two branches –

Compliance and Coordination Branch: Coordinates the Bureau's public information program, assists in the development and dissemination of Bureau policies and procedures and provides research assistance to the line Branches described above, all with a view to promoting compliance with the Competition Act.

Management Systems and Services Branch: Responsible for Bureau strategic, operational, and resource planning and reporting; operational review; information systems and support; and financial, administrative and personnel services.

■ Bureau of Corporate Policy and Strategic Planning

The Bureau assists in increasing departmental emphasis on management objectives. These objectives include research and support to policy initiative and fostering the development and integration of strategic planning in the department.

The Bureau is responsible for the Personnel Directorate, the Communications Branch, and the Strategic Planning and Corporate Services Branch. The Bureau is also responsible for strategic planning at the departmental level and for identifying emerging issues requiring inter-bureau coordination. It chairs a Human Resource Management Committee and makes recommendations to the Deputy Minister on the most effective use of departmental resources.

Strategic Planning and Corporate Services Branch: Responsible for coordinating the Department's strategic planning activities, including the preparation of environment assessments, coordination of all departmental federal-provincial activities, and representation in selected intergovernmental fora. It also houses the ministerial briefing unit, which prepares and coordinates briefings in support of the Minister's participation at Cabinet Committees. It performs periodic reviews of ongoing programs to improve operations and to provide a basis for strategic planning and regulatory review, and ensures effective interaction with central agencies on all planning activities.

Communications Branch: Ensures that government policies are taken into consideration in structured communication activities; designs and implements communications strategies to gain public understanding and support for the interests of the Department; provides expert advice on communication policies and logistics support through production; and provides distribution and liaison services.

Personnel Directorate: Responsible for personnel policies and activities including staffing, classification, human resources planning, training, staff relations, compensation, official languages, counselling and a personnel information system.

■ Office of the Assistant Deputy Registrar General

The Assistant Deputy Registrar General administers the government's Conflict of Interest and Post Employment Code for public office holders and provides policy advice to the government, the Privy Council Office and deputy heads.

■ Departmental Secretariat

The Secretariat is responsible for coordinating activities and communications between the Minister, the Deputy Minister and the Department, as well as with other government departments and central agencies, private associations and the general public. Located within the Secretariat, the Access to Information and Privacy Unit has the responsibility for applying the legislation on access to information and privacy, the information collection policy and for responding to requests for Urea Formaldehyde Foam Insulation (UFFI) homeowner information.

■ Finance and Administration Directorate

The Finance and Administration Directorate is responsible for coordinating financial, administrative and informatics, (EDP) policy and services, including library services. It also coordinates corporate level financial and operational planning and control. The Directorate is responsible for the development and maintenance of policies, procedures, systems and services required to support the general administration of the government policy on the management of information holdings (M.G.I.H.). The Registration Division, Office of the Registrar General within the Directorate is responsible for the issuance and registration of formal documents as well as the deposit of other instrument pursuant to other legislation.

Information Holdings

Program Records

- **Bureau of Consumer Affairs**

Consumer Choice

Description: Information on review, assessment, consultation, policy and research, surveys and media coverage. *Topics:* Consumer choice; advertising; access to consumer information; consumer information search; consumer products information review; consumer (dis)satisfaction and post-purchase behaviour; evaluation criteria formulation; information labelling project – Cantag; consumer choice in problem markets. *Storage Medium:* EDP Systems. National Consumer Satisfaction/ Dissatisfaction Study – data includes detailed information on consumer satisfaction or dissatisfaction, and their reasons for dissatisfaction. A representative national sample of consumers and over two hundred products and services were studied. Technical Assessment of Energuide Program – provides an analysis of trends in energy consumption of appliances, and describes the estimates of the market values of product features and energy efficiency from information obtained from a survey of retail outlets, Energuide directories, and manufacturer's product literature. *Access:* Files arranged by subject. *Program Record Number:* CCA BCA 125

Consumer Policy and Services – General

Description: Information on consumer issues, prosecution, policy, marketplace trends and correspondence. *Topics:* Liaison with associations, organizations, compliance and enforcement policies, reports and returns. *Program Record Number:* CCA BCA 031

Consumer Policy and Services – Government Sector

Description: Information on government programs, policies and legislation affecting the marketplace, and the administration of the Tax Rebate Discounting Act. *Topics:* Government programs and liaison projects; consumer advocacy, consumer resource exposition and guide; intervenors representation, consumer issues, Tax Rebate Discounting. *Storage Medium:* EDP Systems. Tax rebate system – established to control data-report information, to reduce data storage space requirements of system, and to monitor tax discounter transactions for violations of the Tax Rebate Discounting Act. *Program Record Number:* CCA BCA 046

Consumer Policy and Services – Private Sector

Description: Information relating to consumer issues and the involvement of business. *Topics:* Liaison with associations, boards, councils, commissions and companies; complaints and enquiries; projects; government meetings, conferences, seminars and symposia. *Storage Medium:* EDP Systems. Consumer services mailing labels system – established to print labels and alphabetical lists for mailing purposes. *Program Record Number:* CCA BCA 036

Consumer Policy and Services – Voluntary Sector

Description: This class covers information on technical assistance to new consumer groups, training, financial assistance in the form of grants and contributions to consumer groups. *Topics:* Conferences, meetings, seminars, symposia; liaison with associations, institutes, councils and organizations; reference material; reports and returns; funding, contributions and grants. *Program Record Number:* CCA BCA 041

Consumer Products – Packaging and Labelling

Description: This class covers information on regulations, interpretations and rulings, complaints and enquiries, correspondence, inspections, seizures, prosecutions, statistical data, sampling and testing concerning non-food products. *Topics:* Commodity regulations; surveillance and enforcement programs; liaison; companies, other departments, provinces, boards, Canadian General Standards Board; importation; surveys; test work, special products. *Access:* Files arranged by subject with a case file arrangement for company enquiries by name. *Storage Medium:* A system on magnetic tape is used to evaluate the compliance of various commercial establishments with the different consumer protection laws. *Program Record Number:* CCA BCA 015

Consumer Products – Precious Metals and Fur Garment Marking

Description: This class covers information on regulations, interpretations and rulings, complaints and enquiries, correspondence, inspections seizures, prosecutions, statistical data, sampling and testing concerning precious metal products and fur garments. *Topics:* Fur: garment marking, liaison, surveillance and enforcement, companies; precious metals marking: surveillance and enforcement – companies, foreign government marks, national mark, trade marks. *Access:* Files arranged by subject with a case file arrangement for company enquiries by name. *Storage Medium:* A system on magnetic tape is used to evaluate the compliance of various commercial establishments with the different consumer protection laws. *Program Record Number:* CCA BCA 020

Electricity and Gas

Description: Information on the electricity and gas program. *Topics:* Electricity – approvals, imports and exports, statistics, inspection regulations and reports, calibrations, registration applications; gas – inspection regulations, approvals, calibrations, technical information, inspection reports, metric conversion standards and equipment, and registration applications. *Program Record Number:* CCA BCA 055

Foods

Description: Information on food inspection programs. *Topics:* Inspection agreements and reports; legislation; surveys; studies; technical and statistical information; advertising; liaison with associations; councils, companies; labelling and advertising approvals; liaison with CRTC; content and date marking packaging; processed products; surveillance; prosecutions; reference material; complaints; enquiries; sampling and testing concerning food products. *Program Record Number:* CCA BCA 010

General Product Safety

Description: Information on compliance and enforcement, statistical data and programs within product safety, and correspondence. *Topics:* Standardization control; statistical data; correspondence; associations; societies; institutions; boards; councils; commissions; committees; Hazardous Products Act and Workplace Hazardous Materials Information System (WHMIS) legislation; cooperation and liaison; reference material; exclusion review; current issues; interpretations and reference manual; injury date and statistics; Canadian accident injury reporting and evaluation (CAIRE); labelling; publicity; projects; regulations; reports. *Program Record Number:* CCA BCA 070

Legal Metrology

Description: Information on metering, specifications, symbols and standards, metric conversion and international measurement. *Topics:* Calibrations; liaison with associations, councils and international organizations; technical enquiries; metric conversion; misleading advertising and standards. *Program Record Number:* CCA BCA 050

Legal Metrology OIML (Organisation internationale de métrologie légale) Programs

Description: Information on international standards, Canada's participation in international working groups and Canada's comments and votes. *Topics:* Organisation internationale de métrologie légale – general, international recommendations. *Access:* Files arranged by subject. *Program Record Number:* CCA BCA 065

Products

Description: Information on regulations, company liaison, complaints and enquiries, reference materials, sampling, testing, and enforcement concerning specific products. *Topics:* Alarm and protective devices; artist supplies and stationery; appliances; entertainment; furnishings; furniture care supplies; garden and yard equipment; home fuels; home structures and building material; insulation; housewares; infant and children's products; maintenance products; paper products and containers; personal use items; recreation equipment; sports and protective equipment; textiles; tools and workshop equipment; toys; compliance. *Access:* Files are arranged by product. *Storage Medium:* EDP Systems. Complaints analysis – established to analyze product-related complaints received by the Branch. *Program Record Number:* CCA BCA 075

Testing

Description: Information on testing and test methods for specific products. *Topics:* Equipment design; fabrication and modification; legislative matters; test methods; chemical flammability; mechanical, electrical and textile testing of specific products. *Storage Medium:* Magnetic Disk or drum (testing and sampling tracking system). *Access:* Files are arranged by test and product. *Program Record Number:* CCA BCA 080

Textile Labelling

Description: Information on regulations, interpretations and rulings, complaints and enquiries, correspondence, company registration, inspections, seizures and prosecutions, sampling and testing of textile products. *Topics:* Textile labelling and legislation; liaison with the Canadian General Standards Board; Canada standards size program; care labelling program; liaison with other departments, provinces, boards, councils; identification numbers; importation; laboratory compliance program; surveillance and enforcement; surveys; testwork; upholstered and stuffed articles. *Program Record Number:* CCA BCA 025

Weights and Measures

Description: Information on the measurement of volumes, linear and cubic area, and mass; includes interpretations, specifications, prosecutions, standards, testing and international measurement. *Topics:* Linear and cubic area – approvals, calibrations, statistics; mass and volume – approvals, calibrations, technical information, metric conversion, tests and test methods. *Program Record Number:* CCA BCA 060

■ Bureau of Corporate Affairs and Legislative Policy

Bankruptcy

Description: Information on investigations, licensing, assets and liabilities, enquiries, discharges, legal actions, control and audits, enquiries on civil and common law, and correspondence on bankruptcies. *Topics:* Audits and auditing; student loans; examination; fraudulent bankruptcies; enquiries – civil law, common law; bonds and bonding; claims; conferences; liaison – foreign governments, provinces, etc.; costs and taxation; dividends; estates; fees and expenses; instruction bulletins; investigations, legal; licences; offenses; petitions; projects; prosecutions; reports and statistics; trustees; central registry information system; investigation of bankruptcies; trustees-in-bankruptcy; bankruptcy estate control files; retired or rejected applications. *Access:* Trustee files are arranged by name of individual or corporation. *Storage Medium:* Information systems (EDP) contain insolvency data used by bankruptcy offices to publish bankruptcy notices. *Program Record Number:* CCA COA 085

Copyright and Industrial Design

Description: Information on legislation, registration and revision, enquiries, surveys, consultation with provinces, the private sector, and other departments; registration, and complaints and enquiries about authors' and designers' works. *Topics:* Copyright Act and legislation. Industrial Design Act and legislation; copyright and industrial design case files; Timber Marking Act. *Access:* Files arranged by subject with cases filed numerically by applicant name. ***Program Record Number:*** CCA COA 095

Corporations

Description: Information on applications, charters, financial statements, annual returns, enquiries, liaison with companies, enforcement and surveillance concerning incorporation of federal companies. *Topics:* Exemptions; take-over bids; enquiries; boards of trade; investigations; corporations. *Access:* Files arranged by corporation name with a numeric case file arrangement. ***Storage Medium:*** Microfiche and EDP systems. Corporate integrated information system (CIIS) – contains data on federal corporations which are used for internal record keeping and information dissemination via Canada Corporations Bulletin. The master file also contains data used for the issuance of certificates of incorporation and corporate changes, and for the administration of Branch programs dealing with compliance enforcement activities. ***Program Record Number:*** CCA COA 090

Legislation and Regulations

Description: Information on policy, research, consultations, studies, briefing materials, reports and studies. *Topics:* Consumer legislation; anti-corrosion code; economics of regulation in consumer protection; electricity and gas inspection; legal framework tableau; product liability; professional groups; regulation activity and reform in government; consumer research: Consumer and Corporate Affairs Canada activities, programs – energy research and development panel; surveys, studies and evaluations; systems – management information. *Access:* Files arranged by subject. ***Program Record Number:*** CCA COA 130

Lobbyists Registration

Description: Information on legislation, regulation, policies and procedures, and administration concerning the registration of lobbyists. *Topics:* Lobbyist registration, information systems, forms. *Access:* Files arranged by subject. ***Program Record Number:*** CCA COA 096

Market Structure

Description: Information on problem recognition and assessment, policy, studies, consultations research, and reports on marketing issues. *Topics:* Market structures; distribution systems; education; environment; transportation – air, automobiles' roles; access to financial services – credit programs survey; status of women; credit counselling; deposit calculations; electronic funds transfer; preliminary bibliography review, universal product code and automated checkout system; financial security – life insurance, registered retirement savings plan, registered home ownership savings plan, indebtedness; legislation – action plan, Bank Act, financial tables for rate calculations and mortgage prepayment penalties; Small Loans Act, tax rebate discounting; money management; health and welfare; federal drug price reduction program; retail drug pricing and advertising; housing. *Access:* Files are arranged by subject. ***Program Record Number:*** CCA COA 135

Patents

Description: Information on application, registration, licensing, legal actions, studies, surveys, correspondence, regulation, complaints and enquiries, and research and technical data concerned with inventive works. *Topics:* Liaison with universities, associations, departments, foreign governments, provinces; information retrieval; caveats; court actions, licenses; legislation; agents; application; classification; complaints and enquiries; public servants' inventions; surveys and studies; technology. *Access:* Files arranged by subject with a large case system by applicant name. ***Program Record Number:*** CCA COA 100

Trade Marks

Description: Information on applications, registrations, licensing, regulation, correspondence, and enquiries concerned with trade marks and their uses. *Topics:* Trade marks interpretations; abandonments; appeals, applications, oppositions, registered users, trade mark agents and examinations; appellation of origin. *Access:* Files arranged by subject with case filing by trade marks. ***Program Record Number:*** CCA COA 105

■ Bureau of Competition Policy

Combines

Description: Information on enquiries, legalities, surveys, and interpretations of the Competition Act. *Topics:* Program of compliance, international agreements; interdepartmental committees; conferences; co-operation and liaison; enquiries; exports; imports; investments; textiles labelling; merchandising; mergers and pre-notifications; monopolies; patents; price fixing; research; sales; services; tariffs; identical tenders; trade; trade practices; trademarks; transportation; warranties; guarantees. ***Storage Medium:*** Magnetic tape (locator system). ***Program Record Number:*** CCA BCP 110

Topics: @Level 6 = Marketing Practices

Description: Enquiries, complaints, investigations, legal proceedings,interpretations of the Competition Act, and correspondence on misleading advertising and deceptive marketing practices. *Topics:* Advertising enquiries; misleading advertising complaints (National, Pacific, Ontario, Quebec, Atlantic and headquarters); program of compliance. *Access:* Files are arranged by subject, company and individual name. Use of magnetic tapes (listing complaints that have been closed for two years or more) commenced in 1984. ***Program Record Number:*** CCA BCP 120

Standard Industrial Classification

Description: Information on enquiries, complaints, legal proceedings and prosecutions under the Competition Act. *Topics:* Industries; agricultural and retail services; fishing and trapping; logging and forestry; mining; manufacturing; construction; transportation and storage; communications and other utilities; wholesale and retail trade; finance and insurance; real estate and operating insurance agents; business services; government services; educational services; health and social services; accommodation; food and beverage services. *Access:* Case files are arranged under the 18 major groups of the standard industrial classification system. *Storage Medium:* Microfilm, magnetic tape. *Program Record Number:* CCA BCP 115

▪ Bureau of Corporate Policy and Strategic Planning

Communications

Description: Information on the preparation of all communications projects planned and carried out to support departmental policies and programs. *Topics:* Communications service – publications, advertising, exhibits, displays, enquiries, mailing lists; programs and projects – departmental, competition policy, consumer affairs, corporate affairs, metric conversion, UFFI; media materials; speeches. *Access:* Files arranged by subject. *Storage Medium:* EDP Systems used to create mailing labels, microfilm. *Program Record Number:* CCA BRD 155

Economic Policy

Description: Information on economic and industrial policies; trade; credit card issues; financial institutions; the environment. *Topics:* Federal-provincial relations; foreign; monetary; prices – indexes and surveys regional situation; regulations; taxes; unemployment; industries; Canada, distribution, industry, legislation and programs, prices and indexes, processing, retailing, United States; agreements on tariffs and trade, United Nations Committee on Trade and Development; tariffs – imports, quotas; trade – agreements, extra-territoriality. *Access:* Files arranged by subject. *Program Record Number:* CCA BRD 140

Personnel Development

Description: Information relating to the development of human resource policies and programs. Activities include employee surveys, policy and program development, human resource management. *Topics:* Knowledge of staff relations issues, previous staff relations courses, applications of staff relations training, staff relations subject areas. *Program Record Number:* CCA BRD 185

Program Evaluation

Description: Information on all program evaluations planned and carried out. *Topics:* Traded goods; weights and measures; electricity and gas; corporations; bankruptcy; copyright and industrial design; patents; trademarks; metric conversion; deceptive marketing practices; competition; regulatory interventions; consumer assistance; support of consumer groups; product safety; communications; research and policy analysis; regulatory plans; administration. *Access:* Files arranged by subject. *Program Record Number:* CCA BRD 150

Strategic Planning

Description: Information on economics, development of international policies, including trade; also correspondence, research and technical data; and surveys, studies, and statistical data. *Topics:* Economic research. *Access:* Files arranged by subject. *Program Record Number:* CCA BRD 145

▪ Office of the Assistant Deputy Registrar General

Conflict of Interest

Description: Information on conflict of interest provisions, reports, and appointments; and correspondence with federal government departments, agencies, councils and commissions. *Topics:* Conflict of interest responsibilities – trusts, measures for Lieutenant Governors, Ministers, their exempt staff, Parliamentary Secretaries, Governor in Council appointees, full-time ministerial appointees and public servants; supplementary measures for members of government departments, corporations, agencies, boards, commissions and other tribunals; liaison and co-operation. *Program Record Number:* CCA DRG 165

▪ Finance and Administration Directorate

Registration

Description: Information on formal documents, regulations, studies, enquiries, correspondence with other federal and provincial government departments, certified copies, deeds, land grants, railway mortgages and letters patent of incorporation *Topics:* Expropriations, land grants, railway mortgages, pardons, proclamations, warrants of extradition. *Storage Medium:* Microfilm. *Program Record Number:* CCA FAD 170

▪ Departmental Secretariat

Access to Information and Privacy

Description: Records relating to the administration of the access to information and privacy legislation, information collection and public opinion research policy, and information management practices and inventories. *Topics:* Policy; procedures; reports; studies; audits; legal advice; training; surveys; personal information banks; classes of non-personal information; disclosures to investigative bodies; automation; delegation of authority; consultations; requests; complaints and correspondence. *Access:* Information is filed by subject. Individual requests are filed by name and sequential number by fiscal year. Statistical reports and summaries are also available in machine-readable form. *Program Record Number:* CCA DST 180

Urea Formaldehyde Foam Insulation (UFFI)

Description: Information on regulations, grant applications, complaints, procedures and methods for testing, and related research. *Topics:* Federal government departments and agencies; federal-provincial relations – conferences, groups and associations; compensation and assistance; management information systems; claims; legal; medical; technical research; company enquiries; laboratory accreditation; bidders; contracts; removal devices and proposals; testing – pilot and main projects, UFFI II. ***Access:*** Case files are arranged by name of individual. ***Storage Medium:*** EDP Systems. Urea formaldehyde insulation system – established to control and monitor amount of money requested by homeowner and the amount spent to provide information on homeowners, contractors and statistical analysis; to provide information on what stage the homeowner is at in the program. ***Program Record Number:*** CCA DST 175

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits

Budgets

Buildings

Buildings and Properties

Classification of Positions

Co-operation and Liaison

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Human Resources

Lands

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Procurement

Salaries and Wages

Staff Relations

Training and Development

Utilities

Vehicles

Personal Information Banks

■ Departmental Secretariat

Application Request Files

Description: The computer files of this bank contain the names and addresses of individuals who have requested UFFI information bulletins or application forms. Files are maintained in surname sequence at headquarters in Hull, Quebec. The individual's name is required to access this information. ***Class of Individuals:*** General public. ***Purpose:*** This bank was established under the UFFI Assistance Program and was used to send out UFFI assistance applications. The Program is no longer operating. ***Retention and Disposal Standards:*** The files will be destroyed in 1996. ***TBS Registration:*** 000119 ***Bank Number:*** CCA PPU 006

Ministerial Correspondence

Description: Correspondence received from external organizations and individuals including requests for information or assistance, complaints, opinions and submissions related to a broad range of policy issues pertaining to departmental activities. Incoming correspondence and replies are indexed by subject matter, name of correspondent and date. ***Class of Individuals:*** General public. ***Purpose:*** The information is maintained to ensure that ministerial replies are prepared in a timely and responsive fashion. ***Consistent Uses:*** Correspondence may be transmitted to other ministers for reply if the subject matter falls within their jurisdiction. ***Storage Medium:*** Paper. Machine readable. ***Retention and Disposal Standards:*** Correspondence is retained during the term of a minister and the correspondence from the previous minister is retained for a six-month period. ***TBS Registration:*** 002706 ***Bank Number:*** CCA PPU 011

Personal Information Disclosed to Federal Investigative Bodies

Description: In accordance with subsection 8(4) of the Privacy Act, this bank has been established to retain copies of requests received from authorized federal investigative bodies for personal information pursuant to paragraph 8(2)(e) of the Privacy Act for the purpose of enforcing a law of Canada or a province, or carrying out a lawful investigation. ***Class of Individuals:*** Individuals about whom requests for personal information have been received pursuant to paragraph 8(2)(e) for enforcing a law of Canada or a province or carrying out a lawful investigation. ***Retention and Disposal Standards:*** Records are retained for two years after completion of the request. ***TBS Registration:*** 001874 ***Bank Number:*** CCA PPU 009

Request for Access to Information and Privacy

Description: This bank contains request forms received by the Department for access to information, including personal information, requests for corrections, answers to requests, and information related to their processing. ***Class of Individuals:*** General public. ***Purpose:*** The purpose of this bank is to answer requests received under the Access to Information Act and the Privacy Act, and to prepare annual reports in accordance with the provisions contained in these acts. ***Consistent Uses:*** The information may be transmitted to other departments for consultation purposes. ***Storage Medium:*** The files are arranged in numerical order and classified alphabetically on a card index and in machine-readable form. ***Retention and Disposal Standards:*** Records are retained for a minimum period of two years at headquarters, in Hull, Quebec. ***TBS Registration:*** 002106 ***Bank Number:*** CCA PPU 005

UFFI Contractor File

Description: Each record of this branch contains the candidate's name, address, contractor identification number (if applicable) and information about whether or not the person has passed the registration test. The files are maintained in candidate number sequence as well as surname sequence at headquarters in Hull, Quebec. ***Class of Individuals:*** General public. ***Purpose:*** This bank was established under the Contractor Registration Program and was used to supply Canada Mortgage and Housing Corporation and UFFI homeowners with lists of registered contractors. ***Retention and Disposal Standards:*** The individual's name or candidate number is required to access this information. The files will be destroyed in 1996. ***TBS Registration:*** 002108 ***Bank Number:*** CCA PPU 007

UFFI Homeowner File

Description: This bank was established under the UFFI Assistance Program. The information includes personal and property data such as name, mailing and property address, foam installation information, as well as whether or not the home has been tested and who performed the test. ***Class of Individuals:*** General public. ***Purpose:*** This bank was used to administer the UFFI Assistance program and the files are maintained in identification number sequence at headquarters in Hull, Quebec. Either the individual's name or the identification number is needed to access this information. ***Retention and Disposal Standards:*** The files will be destroyed in 1996. ***TBS Registration:*** 002109 ***Bank Number:*** CCA PPU 008

■ Finance and Administration Directorate

Deposit Trust Files

Description: This bank contains information relating to individuals who are regular users of departmental services. ***Class of Individuals:*** General public. ***Purpose:*** This bank serves as an accounting record for those individuals who wish to prepay for services provided by the Department. ***Consistent Uses:*** This bank is also used to determine whether sufficient funds are available before a service is rendered. ***Retention and Disposal Standards:*** The files are arranged in numerical order by account number, which is necessary to access this information. Records are retained for six years at headquarters. ***TBS Registration:*** 000118 ***Bank Number:*** CCA PPU 010

Payments to Contractors – General

Description: This bank contains curricula vitae and agreements for individuals under contract. ***Class of Individuals:*** General public. ***Purpose:*** This bank serves as a record of pay and benefits to individuals employed on a personal service contract. ***Consistent Uses:*** This bank is also used for post-audits by the Auditor General. ***Retention and Disposal Standards:*** These records are arranged in numerical order and are retained for six years at headquarters. ***TBS Registration:*** 000119 ***Bank Number:*** CCA PPU 015

Bureau of Consumer Affairs

■ Management Services Branch

Claims By and Against the Crown (Motor Vehicle Accidents)

Description: This bank contains police reports of accidents that occur between departmental employees and the general public, supervisor's reports of accidents, statements by departmental employees on the accidents, and Department of Justice decisions on liability. ***Class of Individuals:*** General public and employees. ***Purpose:*** To house all relevant data on accidents to determine liability and make settlements. ***Consistent Uses:*** Information is also used for the purpose of analysis to determine common recurrent causes of accidents and initiate corrective training programs. ***Retention and Disposal Standards:*** Records are retained for six years in the five regional offices after settlement of claims. ***TBS Registration:*** 000120 ***Bank Number:*** CCA PPU 020

■ Product Safety Branch

Canadian Accident Injury Reporting and Evaluation (CAIRE)

Description: This bank includes the chart number, institution, age of victim, admittance date, number of days hospitalized, injury nature and cause, place of occurrence, disposition and product involved. ***Class of Individuals:*** General public. ***Purpose:*** This bank was established to assist in the setting of priorities within the Product Safety Branch and is used for internal and external data retrievals and regular publications. ***Retention and Disposal Standards:*** Records are retained for a minimum of two years. ***TBS Registration:*** 002110 ***Bank Number:*** CCA PPU 025

■ Consumer Policy and Services Branch

Consumer Complaints and Enquiry Assistance

Description: This bank contains individual complaints and enquiries about goods and services, the results of mediation, solutions and replies. ***Class of Individuals:*** General public. ***Purpose:*** The information is compiled to assist the individual in obtaining satisfaction for a particular consumer problem. ***Consistent Uses:*** Details of the complaint and identity of the complainant are forwarded to provincial governments or private companies, as appropriate, to facilitate resolution of the dispute. ***Retention and Disposal Standards:*** Records are retained for two years after expiry of fiscal year, after which period the records are destroyed. ***TBS Registration:*** 001873 ***Bank Number:*** CCA PPU 021

Tax Rebate Discount Files

Description: The bank contains statements of discounting transactions submitted by discounters, and information (including complaints) processing and verification. It contains names, addresses, and social insurance numbers (obtained pursuant to the Tax Rebate Discounting Regulations) for persons using tax discounting services, as well as the year and amount of refund. It also contains the names, identification codes, phone numbers and addresses of discount proprietors. Personal information is filed by discount company, province and year. ***Class of Individuals:*** General public. ***Purpose:*** Information was compiled for the administration and enforcement of the Tax Rebate Discounting Act. ***Consistent Uses:*** Bank information is required to administer and enforce the Act. It is shared with Alberta, Manitoba, Nova Scotia, Prince Edward Island, Yukon Territory, Revenue Canada Taxation and the RCMP. ***Retention and Disposal Standards:*** Retention period is for a minimum of four years and varies according to subject. ***TBS Registration:*** 001945 ***Bank Number:*** CCA PPU 026

Bureau of Competition Policy

■ Marketing Practices

Misleading Advertising Complaints
Description: The bank contains records of complaints made by the public concerning misleading advertising and deceptive marketing practices. ***Class of Individuals:*** General public. ***Purpose:*** The Bureau receives and record complaints as part of its administration and enforcement of the Competition Act. Specific complaints are not necessarily investigated but are used to identify areas of concern which require further investigative activity. Accordingly, the Bureau does not issue a report on each complaint received but rather summarizes its activities in the Annual Report of the Director of Investigation and Research. ***Consistent Uses:*** Specific investigation files may be disclosed to the Attorney General for the purpose of laying charges and to the federal and provincial law enforcement agencies for carrying out investigations. ***Storage Medium:*** Paper. Machine readable. ***Retention and Disposal Standards:*** Being developed. In the interim all records have been retained in storage. ***TBS Registration:*** 002709 ***Bank Number:*** CCA PPU 150

Bureau of Corporate Affairs and Legislative Policy

■ Bankruptcy Branch

Bankruptcy Central Registry Information System
Description: This bank is the master index of all bankruptcy proceedings in Canada. The information content, which is a matter of public record, includes personal or business characteristics such as names and addresses, assets and liabilities, name of bankruptcy trustee, dates of the first meeting of creditors, dates of the bankrupt person's and the estate trustees' discharges, and the dividends paid on the bankruptcy. Also included are the names of officers and/or directors of bankrupt companies. ***Class of Individuals:*** General public. ***Purpose:*** This bank is used to facilitate the regulatory control of the bankruptcy process and for trustee audit purposes. ***Consistent Uses:*** The files are arranged alphabetically by individual name and numerically by numbered corporations. The system is accessible through any of the 15 Bankruptcy Branch offices across Canada. ***Retention and Disposal Standards:*** The records are held for 25 years after trustee discharge. All records relating back to 1923 are held in card files located in the Bankruptcy Branch head office in Hull, Quebec. ***TBS Registration:*** 000121 ***Bank Number:*** CCA PPU 030

Bankruptcy Detection/Investigation Files
Description: The content of this bank includes the name of the person being complained against or investigated, the initial complaint or the detection assignment, RCMP investigation reports, investigation results, court decisions, and the fines or jail terms imposed. The name and the special investigation number are needed to access this information. ***Class of Individuals:*** General public. ***Purpose:*** The purpose of this bank is to facilitate the monitoring of the relative propriety of all proceedings under the Bankruptcy Act both before and after the declaration of bankruptcy. ***Consistent Uses:*** The bank is used to monitor the progress, results and backlogs of complaint and detection assignments undertaken by bankruptcy branch personnel, and investigations carried out by the Royal Canadian Mounted Police under the authority of the Bankruptcy Act. ***Retention and Disposal Standards:*** Information will be available until the end of the program. Records of closed investigations are microfilmed and retained in alphabetical and numerical order at headquarters with a copy kept in the field office where the investigation took place. Microfiche files are kept 20 years after investigation has closed. ***TBS Registration:*** 000122 ***Bank Number:*** CCA PPU 035

Bankruptcy Estate Control Files
Description: Each file contains information relating to the assignment into bankruptcy, or the affidavit of execution of assignment, or the proposal or receiving order, as the case may be; certificate of official receiver of appointment of trustee, the statement of affairs, the examination by the official receiver, minutes of the first meeting of administration, any bond files pursuant to section 12 of the Bankruptcy Act, certificates or orders issued by the official receiver and/or the court, minutes of inspectors' meetings, statement of receipts and disbursements and any correspondence relating to the estate. The social insurance number is collected pursuant to the Income Tax Act to enable the trustee to administer the estate. The individual's name and file number are required to access this information. ***Class of Individuals:*** General public and bankruptcy trustees. ***Purpose:*** These files contain information necessary for the proper administration of all estates under the Bankruptcy Act. ***Consistent Uses:*** The files are arranged by the bankruptcy estate control number and are used as a source of information for the central registry information system. Information is shared with the RCMP for enforcement purposes and with Revenue Canada Taxation for administration purposes. ***Retention and Disposal Standards:*** Records are kept for five years after trustee discharge. ***TBS Registration:*** 000124 ***Bank Number:*** CCA PPU 045

Trustees in Bankruptcy
Description: This bank contains a record of the initial issue of a trustee license, the renewal and extension of the license, any restrictions applied to the trustee license

and any removal of license. The information content of this bank includes the personal history of each trustee relating to his/her education financial portfolio, professional status, character enquiries made prior to the issuance of a license and any complaints and investigations against the individual. ***Class of Individuals:*** Bankruptcy trustees. ***Purpose:*** The purpose of this bank is to provide a repository for data used for the licensing of trustees in bankruptcy. ***Consistent Uses:*** The information content of this bank is used to assess the qualifications of all applicant trustees. ***Retention and Disposal Standards:*** In accordance with section 5-3B of the Bankruptcy Act, these records are retained by the Department for 25 years after trustee licences are no longer granted or renewed. ***TBS Registration:*** 000123 ***Bank Number:*** CCA PPU 040

Unclaimed Dividends/Undistributed Assets

Description: This bank contains records of all funds that are distributed to creditors but which, for whatever reason, remain unclaimed by the creditors. This particular fund also includes trust funds in the possession of the estate that are not estate and are available to the particular creditors providing appropriate identification. Files are maintained by bankruptcy title, not by individual creditor. ***Class of Individuals:*** Creditors with unclaimed assets from bankruptcy proceedings. ***Purpose:*** The information is obtained pursuant to the legislative requirements of the Bankruptcy Act, the Winding-Up Act and the Canada Business Corporations Act. ***Consistent Uses:*** The information on unclaimed dividends and assets is publicly available. ***Storage Medium:*** Paper ***Retention and Disposal Standards:*** Information is retained for five years after trustee discharge. ***TBS Registration:*** 002707 ***Bank Number:*** CCA PPU 051

■ Patent Office

Inventor and Applicant Index

Description: This bank contains an inventory of inventors who have applied for patents under the patent program. Records in the bank contain the names of inventors and applicants, titles of inventions, application serial numbers and filing dates. These indexes are available for public inspection once the patent applications have been published. ***Class of Individuals:*** General public. ***Purpose:*** This bank constitutes a public inventory of inventors who have applied for patents. ***Consistent Uses:*** The bank is used to search for relevant prior documents and corresponding applications for foreign patents when new applications are received. The individual's or applicant's name is required to access this information. ***Retention and Disposal Standards:*** The information in this bank is arranged in alphabetical order. This bank will continue to be of operational use until such time as the program ceases to exist. The bank for current applicants is kept at headquarters while earlier records are stored at the National Archives of Canada. ***TBS Registration:*** 002111 ***Bank Number:*** CCA PPU 055

Inventor, Assignee and Patentee Index Cards

Description: This bank contains an inventory of names of individuals who have either invented, acquired by assignment, or been granted patents of inventions under the patent program. The information content includes names of inventors, assignees, or patentees; titles of the inventions; patent serial numbers and assignment registration numbers. Index cards cover the period from 1927 to date. ***Class of Individuals:*** General public. ***Purpose:*** This bank constitutes a complete inventory of names of individuals who have either filed an application for patent that is now open for public inspections, invented, acquired by assignment or been granted patents under the patents program. ***Consistent Uses:*** The derivative use of this bank is to verify patent numbers of individuals. ***Retention and Disposal Standards:*** Records in this bank are retained at headquarters for an indefinite period. ***TBS Registration:*** 000126 ***Bank Number:*** CCA PPU 060

Patent Agent Records

Description: This bank, established under the patent program, contains histories of all persons registered to practice before the Canadian Patent Office. Contents include application document, supported by such personal data as education and work experience, other qualifications, patent examination results, complaints and other related correspondence. ***Class of Individuals:*** Patent agents. ***Purpose:*** The bank is used to provide an official historical record of all registered patent agents. ***Retention and Disposal Standards:*** These records are arranged in numerical order by registration number and are retained in the Department. They are kept for 10 years after last correspondence or failure to re-register. ***TBS Registration:*** 002113 ***Bank Number:*** CCA PPU 070

Register of Patent Agents

Description: This bank includes the names of registered patent agents, their addresses and the number under which they are registered to practice before the Canadian Patent Office. ***Class of Individuals:*** General public. ***Purpose:*** This bank was established to maintain a public record of all persons registered to practice before the Canadian Patent Office. ***Consistent Uses:*** This bank is used to maintain an up-to-date list of persons recognized as patent agents. ***Retention and Disposal Standards:*** These records are arranged alphabetically and retained in headquarters. They are kept for 10 years after last correspondence or failure to re-register. ***TBS Registration:*** 002112 ***Bank Number:*** CCA PPU 065

■ Copyright and Industrial Design Office

Copyright Name Index

Description: This bank consists of index cards containing the name and address of the applicant, the title and nature of the work for which registration of copyright is being requested and the application number. ***Class of Individuals:*** General public. ***Purpose:*** This bank, established under the Copyright Act, provides public access to the copyright register by applicant name. ***Retention and Disposal Standards:*** This information bank contains copyright registration from 1841 to date and is retained at headquarters indefinitely. ***TBS Registration:*** 000127 ***Bank Number:*** CCA PPU 075

Industrial Design Name Index

Description: This bank contains industrial design registrations from 1861 to date. *Class of Individuals:* General public. *Purpose:* This bank, established under the Industrial Design Act, provides the public with access to the register. *Retention and Disposal Standards:* The records are arranged alphabetically by name, and are retained in headquarters indefinitely. *TBS Registration:* 002114 *Bank Number:* CCA PPU 080

Timber Mark Name Index

Description: This bank contains registrations of all timber marks. *Class of Individuals:* General public. *Purpose:* This bank, established under the Timber Marking Act, constitutes a public inventory of timber marks. *Retention and Disposal Standards:* The information in this bank is arranged alphabetically by name and is retained indefinitely. *TBS Registration:* 002115 *Bank Number:* CCA PPU 085

■ Trade Marks Office

Register of Trade Marks Agents

Description: Since 1954, the Trade Marks Branch has maintained a public register of trade marks agents. This bank contains registration numbers, names, addresses, nationalities and dates, and is arranged alphabetically. *Class of Individuals:* General public and trademark agents. *Purpose:* This register serves to verify registration and provide addresses for correspondence. *Consistent Uses:* The bank serves as an official historical file on trade mark agents. The agent's registration number or name is required to access this information. *Retention and Disposal Standards:* These records are retained for two years after the last date of correspondence or upon failure to register. *TBS Registration:* 000128 *Bank Number:* CCA PPU 090

Trade Mark Information System

Description: This bank consists of registers containing information pertinent to each particular trade mark registered in Canada such as company name, trade mark name, wares and services, and date of use. *Class of Individuals:* Individuals requesting registration of a trade mark, as well as owners of trade marks, trade mark agents and registered users. *Purpose:* This bank provides public access to trade mark usage details register in Canada. It also assists the owner of a product, as well as the Trade Mark Branch, in determining whether a particular trade mark name or logo has already been registered or is registrable. *Consistent Uses:* Information is entered after a trade mark has been registered. The registration page is completed by departmental staff and inserted in the Trade Marks Register. Details are normally researched through index cards prior to consulting the registers. All information is available for public viewing. *Retention and Disposal Standards:* National Archives of Canada maintains a hardcopy of the bank. Microfilm is retained in the Department until it is no longer responsible for retention of the information under the Trade Mark Regulations, a minimum of 15 years. *TBS Registration:* 001872 *Bank Number:* CCA PPU 091

■ Corporations Branch

Insider Trading Reports

Description: The bank contains the names and addresses of individuals, the corporation(s), the capacities in which the individual or corporation qualifies as an insider, and the designation, amount and control of securities of the corporation involved. Personal information is stored and referenced by corporate file. *Class of Individuals:* General public. *Purpose:* The information is obtained to comply with the reporting requirements of the Canada Business Corporations Act. *Consistent Uses:* A summary of the collected information is published in the Canada Corporations Bulletin. Copies of reports filed are made available to the public upon request. *Retention and Disposal Standards:* Information is retained for a minimum of six years. *TBS Registration:* 001946 *Bank Number:* CCA PPU 092

Notices of Directors of Corporations

Description: The bank records the identities of persons who became or ceased to be directors of boards of trade and corporations in accordance with the Canadian Business Corporations Act and the Canadian Corporations Act (Part II). Names and residential addresses of current directors are available to the public via Corporate Integrated Information System (CIIS). Copies of the CIIS database are available to the public in microfiche format or through commercial electronic publishing firms and are also provided to interested federal and provincial institutions. Copies of notices filed are made available to the public upon request. Other information is available through the corporation file. *Class of Individuals:* General public. *Purpose:* The information is obtained in compliance with the reporting requirements of the Canada Business Corporations Act. *Retention and Disposal Standards:* Standards for defunct corporations are under review, but all records are retained for a minimum of six years. *TBS Registration:* 001947 *Bank Number:* CCA PPU 093

■ Lobbyists Registration Branch

Lobbyist Registry

Description: The database contains the names, addresses and telephone numbers of individuals carrying out lobbying activities. It also contains the names and addresses of Tier II lobbyists' employers and the names and addresses of Tier I lobbyists' clients, the clients' parents and subsidiaries including the subject matter of their undertakings. *Class of Individuals:* General Public – Lobbyists. *Purpose:* The information is collected pursuant to the reporting requirements of the Lobbyists Registration Act and Regulations. *Consistent Uses:* The information submitted pursuant to the Lobbyists Registration Act is maintained in a Registry of Lobbyists which is open to public inspection at the departmental headquarters. Copies of the information provided by lobbyists are available to the public upon payment of fees. *Storage Medium:* Paper. Machine readable. Optical disk. *Retention and Disposal Standards:* To be established. Personal information is retained for a minimum of two years. *TBS Registration:* 002708 *Bank Number:* CCA PPU 100

Bureau of Corporate Policy and Strategic Planning

■ Corporate Services and Research Branch

Surveys – Business Representatives
Description: This bank contains business representatives' opinions on the need for activities falling under CCA's mandate. In addition, the surveys provide information on the extent to which CCA's operations affect the conduct of business in Canada and promote the existence of a competitive economy and integrity of the marketplace. The surveys are also intended to provide data on the costs and benefits to be derived from CCA's different programs. *Class of Individuals:* General public. *Purpose:* This bank was created to obtain information on the relevance of CCA's Programs and the extent to which program objectives were achieved, as perceived by their various target groups, one of which consists of all types of businesses in all sectors of the economy. *Retention and Disposal Standards:* Records are retained for a minimum of two years. *TBS Registration:* 002120 *Bank Number:* CCA PPU 130

Surveys – Consumers
Description: This bank contains consumers' opinions on the degree of relevance of CCA's programs in relation to consumers' needs, and the extent to which their behaviour and attitudes are affected by the existence of CCA's programs. *Class of Individuals:* General public. *Purpose:* The bank was created to obtain information on the relevance of CCA programs and on the extent to which program objectives were met, as perceived by their various target groups, one of which consists of consumers. The results of the data collection projects will be used to provide statistics which will assist the Corporate Services and Research Branch to assess the relevance and impact of CCA's programs and the extent to which these have succeeded in achieving their objectives. *Retention and Disposal Standards:* Records are retained for a minimum of two years. *TBS Registration:* 002119 *Bank Number:* CCA PPU 125

Unsolicited Applications for Employment
Description: This bank maintains an inventory of applications from individuals requesting employment with the Department. The files include completed application forms, letters, and curricula vitae of persons seeking employment with the Department. *Class of Individuals:* Individuals seeking employment with the Department. *Purpose:* The bank is used to review applications of individuals requesting employment with the Department when positions become available. *Retention and Disposal Standards:* Records are retained for six months and then destroyed. *TBS Registration:* 002559 *Bank Number:* CCA PPU 135

Classes of Personal Information

Complaints, Investigations and Inquiries Class (Bureau of Competition Policy)
This class contains personal information relating to the administration and enforcement of the Combines Investigation Act and the Competition Act. The material may relate to the legislation in general, or to any category of product or service. Most filing is done according to standard industrial classification coding; the key reference for retrieval purposes is the industry or company involved. There is limited cross-referencing to and recording of incoming correspondence which may contain personal information. (Such correspondence includes complaints and requests for information as well as information obtained from the Canadian Police Information Centre, U.S. Department of Justice and from O.E.C.D. anti-trust authorities.) Personal information held by the Bureau may be provided to federal or provincial departments and agencies to ensure a proper level of service to the person identified.

Inquiries (Bureau of Consumer Affairs)
This class contains inquiries concerning the following Acts, which are administered in whole or in part by the Department: Canada Agricultural Products Standards Act; Consumer Packaging and Labelling Act; Electricity; Gas and Inspection Act; Fish Inspection Act; Food and Drugs Act; Hazardous Products Act; National Trade Mark and True Labelling Act; Precious Metals Marking Act; Textile Labelling Act; Weights and Measures Act. This class contains records on establishments that have been inspected with respect to the requirements or the legislation listed above. It contains inspection and incident reports, complaints, warning letters and other correspondence, and reports of prosecution. The names of individuals who are sole owners of companies appear in the files. These files are kept for several years in order to plan inspection visits and monitor the compliance level in relation to the regulatory requirements of the legislation administered by the Department.

Mailing Lists (Bureau of Corporate Policy and Strategic Planning
This class of personal information contains the names and addresses of individuals who are on a mailing list to receive specific information or publications on departmental programs and activities. The lists are used by all bureaus to distribute departmental information and to respond to requests by individuals. The lists are updated on a continuing basis. The lists are maintained for a minimum of two years.

Program Evaluation (Bureau of Human Resources and Corporate Development)
This class of personal information contains data collected from departmental employees for departmental program evaluation studies. The aggregate data are used to support program evaluation, policy analysis and program development activities. All data are retained at headquarters with study files retained for a minimum of two years. Files are retrievable by study only. The names of individual participants are not retained.

Technological Information Services Requests (Intellectual Property Directorate)

This class includes the names, addresses and telephone numbers of individual inventors and entrepreneurs who have submitted requests for technological information. Also included is background information relating to the requests, the purposes of the requests and the specific areas of interest. The purpose of this service is to provide a technology search to assist in the development of new or improved products and processes and to avoid duplication of research and development. Requests are received via intermediary agencies (such as provincial research councils), and files are maintained by agency, not by name of individual. Requests are retained for a minimum of two years.

Manuals

(Consumer Affairs)

- Administrative Manual for Project Contributions
- CA Identification Number Microfiche Index on Textile Dealers
- Calibration and Certification Procedures
- Canadian Participation in OIML (BIL)
- Consumer Bureau Policy Manual
- Consumer Bureau Prosecutions Manual
- Consumer Packaging and Labelling Policy and Procedures Manual
- Consumer Products Inspectors' Procedures Manual
- Consumer Products Management Information System Manual
- Criteria and Procedures for the Accreditation of Electricity and Gas Meters
- Departmental Instructions for Inspection of Gas Meters and Auxiliary Devices
- Departmental Motor Vehicle Fleet Management Manual
- Enforcement Policy for Weights and Measures Devices
- General English-French Glossary of Food Terms
- Guide for Food Manufacturers and Advertisers
- Hazardous Products Reference Manual
- Inspection Procedures Manual
- Inspectors' Training Manual Electricity, Vols. I and II
- Manuals of Electrical Procedures and Policy
- Practical Guide to Project Contributions
- Precious Metals Marking Procedures Manual
- Prosecution Training Manual for Field Inspectors
- Recommendations and International Documents of OIML
- Specifications for Approval of Type for Gas Meters and Auxiliary Devices
- Specifications for Approval of Type of Electricity Meters, Instrument Transformers and Auxiliary Devices
- Standard Drawing for Electricity Metering Installations
- Statistical Sampling Plans for the Verification and Reverification of Electricity and Gas Meters
- Textile Policy and Procedures Manual
- Tax Rebate Discounting Act – Procedures Manual for Discounters
- Weights and Measures Approval Index
- Weights and Measures Interpretation and Policy Manual

(Corporate Affairs and Legislative Policy)

- Bankruptcy Branch Training Modular
- Bankruptcy Officer Training Program
- Corporate Integrated Information System (CIIS) User Manual
- Corporations Branch Policies and Procedures
- Dictionary of Shapes and Terms Thereof
- Handbook of Patent Examination (HOPE)
- Handbook of Classification
- Information Statements and Directives of the Superintendent of Bankruptcy
- Insolvency Bulletin
- Instruction Manual for Field Offices
- Manual of Directives for the Centralized Receipts and Disbursements System (CRDS)
- Manual of Patent Office Practice
- Patent Examiners' Report Manual
- Policy Statements of the Superintendent of Bankruptcy
- Trade Mark Information Systems Manual
- Trade Marks Examination Manual
- Trustee Licence Insurance Procedures

(Competition Policy)

- Administrative Support Manual
- Information Bulletin – The Merger Provisions
- Information Bulletin – Advance Ruling Certificates
- Information Bulletin – Program of Compliance
- Misleading Advertising Bulletin

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Department and its various programs and functions may be directed to:

Communication Services
Place du Portage, Phase I
50 Victoria Street, 22nd Floor
Hull, Quebec
(Mail: Ottawa, Ontario, K1A 0C9)

(819) 997-2938

Various publications are also available in all regional and district offices.

Reading Room

The library of this institution has been designated as a public reading room under the @ret = Access to Information Act. The address is:

Place du Portage, Phase 1,
14th Floor, 50 Victoria Street,
Hull, Quebec.

Copyright Board Canada

Chapter 34

General Information

Background

The Copyright Board was created by a series of amendments to the Copyright Act which were proclaimed on February 1, 1989. It also has attributions under the Free Trade Agreement Implementation Act. It replaced the Copyright Appeal Board which had been responsible since 1935 for approving annual tariffs respecting the public performance of music. The Copyright Board is designated as a department in accordance with and for the purposes of the Financial Administration Act.

Responsibilities

The Copyright Board is an independent administrative tribunal which has four principal attributions:

- approving tariffs for the retransmission of distant radio and television signals;
- approving tariffs for the public performance of music;
- arbitrating disputes on copyright fees between licensing bodies representing copyright owners and users; and
- in cases where the copyright owner is unlocatable, approving non-exclusive licences for use of published works protected by copyright.

The Board reports annually to Parliament through the Minister of Consumer and Corporate Affairs.

Legislation

- Copyright Act, R.S.C. 1985, c. C-42
- Act to amend the Copyright Act, S.C. 1988, c. 15
- Act to implement the Free Trade Agreement between Canada and the United States of America, S.C. 1988, c. 65

Organization

The Board consists of a chairman, a vice-chairman and a maximum of three other members, all appointed by the Governor in Council. The Chairman, who must be a judge of a superior, county or district court, directs the work of the Board and apportions its work among the members of the Board. The Vice-Chairman, who is the Chief Executive Officer of the Board, supervises and directs the work of the Board's staff. The senior staff of the Board consists of the General Counsel and the Secretary to the Board.

Information Holdings

Program Records

Accounts Payable Files

Description: These files contain records of payments, and financial details thereof; and account numbers of individuals or firms which supply goods and services. *Topics:* Suppliers of goods and services to the Copyright Board. *Program Record Number:* CBC SEC 040

Copyright Board Records

Description: These records contain the documentation related to the processing of a tariff proposal or licence application before the Copyright Board, including all the papers, submissions, evidence and exhibits provided by the parties and intervenors before, during and after the hearing. Decisions of the Board, the reasons for the decisions, notices of any proceedings before a higher court and decisions of the higher courts also form part of the record. *Topics:* Collecting bodies, performing rights societies and licensing bodies representing copyright owners and users of works protected by copyright who have submitted a tariff proposal to the Board or applied for a licence to set copyright fees or to authorize the use of a published work for which the copyright owner is unlocatable. *Program Record Number:* CBC SEC 035

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Budgets

Buildings

Classification of Positions

Employment and Staffing

Equipment and Supplies

Furniture and Furnishings

Human Resources

Occupational Health and Safety

Official Languages

Personnel

Procurement

Salaries and Wages

Staff Relations

Training and Development

Personal Information Banks

Applications for Employment

Description: This bank contains information on individuals who have submitted an unsolicited application for employment to the Copyright Board. The files contain information that might include applications, résumés, letters of reference and letters acknowledging receipt of the applications. *Class of Individuals:* Individuals interested in securing employment with the Board. *Purpose:* These records are consulted when employment vacancies arise. *Consistent Uses:* To be identied. *Retention and Disposal Standards:* These records are kept for two years and then destroyed. *TBS Registration:* 003001 *Bank Number:* CBC PPU 010

Copyright Appeal Board Records

Description: The record contains the documentation related to the processing of any action before the former Copyright Appeal Board including all the papers, submissions, evidence and exhibits provided by the parties in the action before, during and after the hearing. Decisions of the Board, the reasons for the decisions, notices of proceedings before a higher court and decisions of higher courts also form part of the record. *Class of Individuals:* Users of copyrighted musical works who have filed objections to proposed statements of royalties for the public performance of music, performing rights societies, representing owners of copyright in musical works, which filed proposed statements of royalties before the Copyright Appeal Board. *Purpose:* This bank records the proceedings before the former Copyright Appeal Board. *Consistent Uses:* To be identified. *Retention and Disposal Standards:* These records are retained for an indeterminate period. *TBS Registration:* 003066 *Bank Number:* CBC PPU 020

Letters of Comment

Description: This bank contains the letters of comment the Board receives from the public concerning its decisions. *Class of Individuals:* Individuals and organizations who have addressed letters of comment to the Copyright Board. *Purpose:* These records enable the Board to measure the impact of its decisions. *Consistent Uses:* To be identified. *Retention and Disposal Standards:* Letters are retained for aperiod of two years and are then destroyed. *TBS Registration:* 003065 *Bank Number:* CBC PPU 015

Privacy and Access Request Data Bank

Description: The bank contains both formal and informal requests sent by individuals seeking access to information pursuant to the Access to Information Act and the Privacy Act, replies to such requests and information relating to their processing. *Class of Individuals:* Individuals who submit requests for information under the Access to Information Act and under the Privacy Act. *Purpose:* These records are used to process access requests, and to prepare the annual report to the Treasury Board Secretariat. *Consistent Uses:* To be identified. *Retention and Disposal Standards:* These records are retained for two years after the last administrative action and are then destroyed. *TBS Registration:* 003000 *Bank Number:* CBC PPU 005

Professional and Personal Services Contracts

Description: This bank contains the contracts entered into, types of services rendered, length of contracts, money expended, the social insurance number of individuals on contract, the actual contracts and supporting documents. *Class of Individuals:* Individuals hired under personal service contracts by the Department. *Purpose:* The bank is used for accounting, reference and statistical purposes. *Consistent Uses:* To be identified. *Retention and Disposal Standards:* Files are retained for six years and are then destroyed. *TBS Registration:* 003067 *Bank Number:* CBC PPU 025

Classes of Personal Information

Copyright Board Information Distribution

Files are kept on individuals and organizations to whom decisions, publications and other material generated by the Copyright Board are distributed. The specific information filed comprises: name, address, telephone number and official language preference of the individual or organization, and the material that is distributed. The information pertains to individuals who have requested information and to persons involved in the field of copyright designated by the Copyright Board for receipt of decisions, publications and other material generated by the Board. This bank serves for distribution, analytical and statistical purposes. Names and records are stored electronically on permanent distribution lists which are updated as the need arises.

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Board and its various activities, programs and publications may be directed to:

Administrative Officer
Copyright Board Canada
56 Sparks Street, Suite 800
Ottawa, Ontario
K1A 0C9

(613) 952-8621
(613) 952-8630 (Facsimile)

Reading Room

The Board's library has been designated under the Access to Information Act as a public reading room. The address is:

Suite 501, Vanguard Building
56 Sparks Street, Suite 800
Ottawa, Ontario

The Correctional Investigator Canada

Chapter 35

General Information

Background

The Office of the Correctional Investigator was established by Part II of the Inquiries Act. The office investigates complaints from inmates as defined in the Penitentiary Act and reports upon problems of inmates that fall within the responsibility of the Solicitor General of Canada and meet the following conditions:

(1) The subject matter of the complaint concerns an incident occurring within twelve months of the lodging of the complaint;

(2) The complainant has taken, in the opinion of the Commissioner, all reasonable steps to exhaust legal or administrative remedies;

(3) The subject matter of the complaint does not involve the preparation of material for consideration by the National Parole Board.

The Commissioner need not investigate if the subject matter of a complaint has previously been investigated, or in the opinion of the Commissioner, a person complaining has no valid interest in the matter.

Responsibilities

The Correctional Investigator investigates and reports on the problems of inmates that come within the responsibility of the Solicitor General of Canada (other than those problems raised on complaint in certain defined circumstances). Investigations are undertaken at the request of the Solicitor General, on the Investigator's own initiative, or upon complaint from or on behalf of inmates as defined in the Penitentiary Act.

Legislation

- Parole Act and Regulations
- Penitentiary Act
- Penitentiary Service Regulations
- Prison and Reformatories Act

Organization

The Office of the Correctional Investigator comprises three secretarial/administrative positions, a director of investigations and five investigators.

Information Holdings

Program Records

Inmate Affairs – Case Files
Description: All correspondence on individual inmate complaints; also reports of interviews with complainants. *Access:* Files arranged chronologically with an alphabetical index and cross-reference system. *Program Record Number:* CIC CIN 030

Inmate Affairs – General Topics
Description: Information on certain policies of the Correctional Service of Canada; press clippings on the Correctional Service of Canada. *Topics:* Policy on inmate disciplinary boards; claims against the Crown; inmate pay; family visiting. *Program Record Number:* CIC CIN 025

Inmate Affairs – Special Enquiries and Reports
Description: Special reports compiled on the initiative of the Office or at the request of the Solicitor General of Canada. *Topics:* Enquiry at Millhaven into an incident in 1975; incident at Dorchester in 1980. *Program Record Number:* CIC CIN 020

Inmate Affairs – Statistics and Reports
Description: Information and statistics to be included in Annual Report. *Access:* Files arranged by year of report. *Program Record Number:* CIC CIN 015

Penal Institution Organizations, Committees and Groups
Description: Information on contact with inmate committees and other groups both inside and outside the institutions. *Access:* Files arranged by institution or name of group, and by region. *Program Record Number:* CIC CIN 010

Penal Institutions
Description: Correspondence advising institutions of visits by the Office of the Correctional Investigator; also requests for information on the administration of that institution. *Access:* Files arranged by institution and by region. *Program Record Number:* CIC CIN 005

Personal Information Banks

Complaints
A file is maintained on each inmate who has complained to the office and contains correspondence and interview reports with the complainant as well as information concerning action taken. All information is collected for the purpose of dealing with and attempting to resolve matters of complaint and reporting problems to the Solicitor General of Canada on an annual basis. Information is kept for a period of two years after

completion of an investigation. ***Bank Number:*** CIC PPU 005

Classes of Personal Information

The class contains personal information which does not qualify as a bank of information but has reached the Office of the Correctional Investigator as a result of such activities as visits by Correctional Investigator staff to institutions, requests for particulars concerning administrative policies at all levels, minutes of meetings with various inmate committees, or with institutional and volunteer groups. When requesting access, an individual must provide the name of the institution about which information is requested and the appxoximate date of the event prompting the information held.

Manuals

- Commissioner's Directives
- Institutional Standing Orders
- Regional Instructions

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Office and its various programs and functions may be directed to:

Office of the Correctional Investigator
P.O. Box 2324, Station D
Ottawa, Ontario
K1P 5W5

(613) 990-2692

Reading Room

The Office of the Correctional Investigator shares a public reading room with other agencies of the Solicitor General. The address is:

340 Laurier Avenue West,
Ottawa, Ontario.

Correctional Service Canada

Chapter 36

General Information

Background

In 1977, the Correctional Service of Canada (CSC) was formed through the amalgamation of the Canadian Penitentiary Service and the National Parole Service.

Responsibilities

Mission: The Correctional Service of Canada, as part of the criminal justice system, contributes to the protection of society by actively encouraging offenders to become law-abiding citizens, while exercising reasonable, safe, secure and humane control. The CSC provides programs for offenders from pre-admission until the expiration of their sentence. In order to carry out its responsibilities, the Correctional Service creates files to hold information on prisons, organizations and occurrences that affect or may affect it in the carrying out of its mandate. Information must be collected from and shared with numerous sources, such as the community at large, with special consideration for victims of crime, as is explained in the section "General Information on Data Matching", at the end of this chapter.

Legislation

- Criminal Code RSC, 1985, c. C-46
- Criminal Law Amendment Act, 1976
- Criminal Records Act RSC, 1985, c. C-47
- Parole Act RSC, 1985, c. P-2
- Penitentiary Act RSC, 1985, c. P-5
- Prison and Reformatories Act RSC, 1985, c. P-20
- Young Offenders Act RSC, 1985, c. R-1

Organization

■ Commissioner Office

This Commissioner, under the direction of the Solicitor General, manages and guides the policies and programs of the Correctional Service of Canada.

■ Legal Services Sector

This sector provides a variety of in_house legal services to the Commissioner and staff of the Correctional Service of Canada in connection with matters relating to the operation of the Service.

■ Executive Services Sector

This sector is responsible for daily liaison with the office of the Solicitor General; the preparation of executive correspondence for the Commissioner and Solicitor General; the development of policies and the final level of the inmate grievance system; responses to the Correctional Investigator and the Canadian Human Rights Commission; and administers the Privacy Act and the Access to Information Act.

Correspondence and Ministerial Liaison Division: Responsible for coordinating, preparing and vetting all matters relating to the preparation of executive correspondence to the Commissioner, the Minister's Office, and other members of Parliament and assemblies.

Inmate Affairs Division: Responsible for providing advice to senior management on matters pertaining to the treatment of inmates and overall inmate affairs. This division also represents the Correctional Service of Canada in its dealings with the Correctional Investigator and with the inmate Human Rights Commissioner complaints. The division is also involved in the coordination of the Independent Chairperson.

Access to Information and Privacy Division: Responsible for administering the Access to Information Act and Privacy Act for the CSC. It processes requests submitted under the legislation, handles complaints lodged with the Information and Privacy Commissioners and responds to informal enquiries. The Division also provides advice and guidance to CSC officials on matters which concern the legislation.

■ Correctional Programs and Operations Sector

Offender Programs Division: Responsible for the policy and program development of the following correctional programs: Occupational Development Programs (including Agribusiness), Education and Personal Development, Chaplaincy, Native and Female Offenders and Business Liaison Program.

Community and Institutional Operations Division: Responsible for policy development, planning, operational monitoring and evaluation of the following correctional services offender management, custody and control, community release and support services.

Health Care Services Division: Responsible for developing policies, program objectives and standards for the provision of a continuum of medical, psychiatric, psychological, dental, surgical and nursing care to offenders, in keeping with community and professional standards.

Correctional Policy and Planning Division: Responsible for the coordination of planning and policy development, including financial administrative and systems development, as they relate to the Programs and operations sector.

■ Corporate Management Sector

The Sector provides finance and administrative services that are common to all government departments.

Operational Planning and Resource Analysis Division: Responsible for developing, implementing and coordinating the Correctional Service of Canada's corporate planning and accountability systems. This division is also responsible for coordinating the development of Multi-Year Operational Plans, the Long Range Accommodation Plan and the Expenditure Plan. As a component of the accountability framework, Operational Planning is also responsible for developing, implementing and maintaining an executive information system.

Information Technology Division: Responsible for the functional direction and control of Information Management Planning, policy systems and administration, data and computer operations, applications development and maintenance, EDP Security and Information Holdings and Technology Planning.

Technical Services Division: This division is accountable for proposing and establishing program priorities, performance standards, budgetary levels, funding strategies and operational policies for the technical services function, which directly affects all staff and inmates of the Correctional Service of Canada and which covers the functions of facilities planning, construction and maintenance, property leasing fire safety, non-EDP electronics systems and devises development, installation, maintenance, material management, administration and food services.

■ Communications and Corporate Development Sector

This sector is responsible the development and formulation of a comprehensive corporate policy framework, strategic planning and international development, and for research, program evaluation, and communications.

Policy Planning and International Development Branch: Responsible for developing a corporate policy framework, reviewing all policy proposals and for liaison on correctional policy issues with the agencies of the Ministry of the Solicitor General and with other external groups involved in the criminal justice system. Also responsible for strategic planning to assist the Service to identify and respond to emerging issues, opportunities and trends in its internal and external environment and to assess the Service's performance in key areas to determine opportunities for improvement. The dissemination of new knowledge to ensure that the Correctional Service continues to be a contributing member of the national and international Correctional Communities.

Program Evaluation and Information Analysis Branch: Responsible for the provision of program evaluation and information review and analysis within guidelines established by the Central agencies and as directed by the Commissioner. The branch provides the Commissioner and the Executive Committee (EXCOM) with advice and information to improve program effectiveness and enhance the Service's ability to meet its Mission. Evaluation studies are conducted which are diverse in scope and duration ranging from the mandate and processes of a major activity or program to a specific program support activity. The branch is also responsible for analyzing information to ensure the Solicitor General, the Commissioner, and EXCOM are aware of issues and trends relative to the management and operation of the correctional program and its mandate.

Research and Statistics Branch: Responsible for coordinating and executing policy and program-related research activities for the Correctional Service of Canada. The Division advises on the development of regional research plans and develops ongoing and active relationships with corrections related agencies and academic research centres. As well, the Division disseminates research findings and offender statistics through reports, briefs and the production and distributions of a quarterly research magazine.

Communications Branch: The Communications Program is implemented by all managers and all employees of the Service. Communications support is provided nationally by the National Headquarters Communications Division and by five Regional Communications branches. Reporting to the Assistant Commissioner, Communications and Corporate Development, the Communications Branch is responsible for preparing strategic communications plans to support corporate objectives, and preparing and carrying out operational plans that support the strategic plan. The Branch has two separate units that work to carry out this communications function – the Communications Planning and Media Affairs Division and the Creative Services Division.

■ Audit and Investigations Sector

This sector is responsible to the Commissioner for the convening of investigations at the national level, as well as for the conduct of management, financial, staffing and classification audits.

■ Personnel and Training Sector

The personnel and Training Sector is responsible for the provision of services in the personnel and staff training and development areas that are common to all government departments. It comprises six divisions which have the following responsibilities:

Human Resources Programs: Responsible for National policy coordination, advice, monitoring, reporting, training and program development for the following programs: Employee Assistance program, Anti-Harassment and Anti-Discrimination, Awards and Honours, Employment Equity, Workforce Adjustment, Official languages, Human Resources Planning, including national systems development and maintenance.

Employee Relations: Responsible for the Employee relations activities including staff grievances, exclusions, adjudications, collective bargaining, Labour Management relations. Also, responsible for the national policy, coordination, advice, monitoring, reporting and training in the areas of Compensation and Occupational Safety and Health.

Corporate Classification and Staffing: Responsible for Corporate classification and staffing activities including national policies, reviews, monitoring, standards, non-delegated activities, national recruitment strategies, Management Cadre.

Staff Training and Development: Responsible for the design, delivery, validation and evaluation of national training and development programs including the Correctional Career management program.

Personnel Services, NHQ: Responsible for personnel services for NHQ including classification, staffing, official languages, pay and benefits, exclusions.

Management Services: Responsible for services internal to the Personnel and Training sector including operational planning, budget planning and control, administrative services, automated systems development and maintenance.

■ Atlantic Region

Four major correctional institutions, three parole districts, and a Regional Headquarters, located in Moncton, New Brunswick, make up the main components of the Atlantic Region of the Correctional service of Canada.

Close to 1000 inmates are incarcerated in the Region's institutions, while over 1000 offenders are supervised through 12 area parole offices. In addition, the Service operates two community correctional centres, and contracts with a number of community residential facilities located throughout the Region.

The Atlantic Region employs close to 1100, and is administered by a Deputy Commissioner.

■ Quebec Region

The Quebec Region has eleven correctional institutions, two district offices and twenty-one community offices. A college situated in Laval provides training for staff.

A Regional Deputy Commissioner, assisted by an Assistant Deputy Commissioner (operations), an Assistant Deputy Commissioner (planning and management services) and a Director Communications and Executive Services are responsible for the administration and management of all Quebec institutions.

■ Ontario Region

The Ontario Region has eleven correctional institutions, three district offices and twenty-two community offices and a Regional Correctional Staff College.

The administration and management of all Ontario institutions and parole districts are the responsibility of the Regional Deputy Commissioner, assisted by an Assistant Deputy Commissioner (operations), an Assistant Deputy Commissioner (special projects) and a Director, Communications and Executive Services.

■ Prairies Region

The Prairies Region encompasses Manitoba, Saskatchewan, Alberta, Northwest Ontario and Northwest Territories. The Region has five institutions, two farm institutions, one Regional Psychiatric Centre, three District offices, eleven community parole offices and two community correctional centres. Parole supervision in Alberta is managed through the Alberta Solicitor General. The Regional Staff College coordinates and delivers staff training in the Region.

A Regional Deputy Commissioner, an Assistant Deputy Commissioner (operations), an Assistant Deputy Commissioner (Planning and Management Services) and a Director, Communications and Executive Services are responsible for the administration and management of Prairies Region institutions and community supervision.

■ Pacific Region

The Pacific Region has eight correctional institutions, four parole districts, nine area parole offices and one community correctional centre. A staff college situated in Mission provides training for staff.

A Regional Deputy Commissioner, assisted by an Assistant Deputy Commissioner (operations), an Assistant Deputy Commissioner (planning and management services) and a Director, Communication and Executive Services are responsible for the administration and management of all Pacific facilities.

Information Holdings

Program Records

■ Executive Secretary Branch

Books and Publications

Description: Information on the management of books and publications, including their printing, binding, editing, compilation, sale and distribution. *Topics:* Books and publications – printing and binding, editing, sale and distribution, requests for publications; individual – compilation, printing, distribution; Let's Talk, prison newspapers, Public Affairs Courier, Social Developer, Monday Morning Highlights, Inside/Outside, Telecom, Intercom. *Program Record Number:* CSC CML 015

Correspondence Management

Description: Information on policy and procedures in the handling of correspondence. *Topics:* Correspondence management – channels of communication, preparation of Treasury Board submissions and ministerial correspondence; signing authorities other than financial; processing of Commissioner's and Senior Deputy Commissioner's mail; inmate and anonymous correspondence; parliamentary matters – questions asked in the House of Commons, Minister's house book, ministerial enquiries, employment enquiries, liaison with Minister, Cabinet submissions, Minister's issues book and Personnel Branch input. *Program Record Number:* CSC CML 005

Enquiries

Description: Enquiries made by members of the public, press or Parliament on the Correctional Service of Canada. *Topics:* Requests to interview officials or offenders; correspondence received on persons thought to be offenders or awaiting transfer to an institution. ***Note:*** Access requests for information on persons awaiting transfer to an institution should be made under the Privacy Act. All other access requests for this bank should be made under the Access to Information Act. ***Program Record Number:*** CSC CML 020

Information Services

Description: Information on the administration of public affairs and relations. ***Topics:*** Address, mailing and distribution lists; biographies – media relations, press clippings, press releases, photographs, radio and television broadcasts, slides and films, corpus, administrative index, list of coming events; advertising – newspapers, magazines, periodicals, radio and television; articles, bulletins, guides, newsletters and manuscripts for publication; COMREP, exhibitions and fairs – displays and models; lectures and lecturers – Solicitor General, CSC personnel, officials of other government departments and agencies, Speakers Bureau. ***Program Record Number:*** CSC CML 010

■ Administrative Policy and Services Sector

Access to Information and Privacy

Description: Records on the implementation of the regulations governing access to the Department's recorded information on the following: policies, procedures, interpretations and regulations relating to the privacy of and access to the Department's recorded personal and administrative information. ***Topics:*** Personal Information Index; Access Register; statistics; decentralization; recentralization; reading rooms administration; Privacy Commissioner's enquiries – complaints; preparation for compliance; procedures; collection of information; delegation of authority; disclosure – under paragraph 8(2)(m) of the Privacy Act, exemptions; time limits; language; reading rooms; investigative bodies; review of the Access to Information Act and the Privacy Act. ***Program Record Number:*** CSC MAB 121

Accommodation

Description: Information on all aspects of accommodation. ***Topics:*** Accommodation – offers of space, planning and requirements, office, staff colleges, staff housing, armouries, warehouses; contingency planning; recreation and training areas – baseball diamonds, handball and tennis courts, outdoor hockey arenas, shooting ranges, swimming pools; reports and statistics – cell accommodation reports, monthly project reports, departmental accommodation utilization reports, accommodation status reports. ***Program Record Number:*** CSC AIS 050

Buildings

Description: Information on building administration and upkeep. ***Topics:*** Buildings – floor directives, bulletin boards, elevator services, use of facilities; alterations and repairs – requisition for services, Public Works Canada; handicap access; damages; maintenance – hygiene and sanitation, painting program, spring and fall clean-up, preventive maintenance, roofs; maintenance standards. ***Program Record Number:*** CSC AIS 055

Buildings – Fire Safety

Description: Information on all aspects of fire safety. ***Topics:*** Fire safety awards program and fire prevention week; fire investigation reports; fire protection agreements; fire protection engineering standards; fire tests; automatic sprinklers alarm system; fire loss analysis; Regional Fire Commissioners' inspection reports; Correctional Service of Canada fire inspection reports. ***Program Record Number:*** CSC AIS 060

Electronics and Telecommunications – General

Description: Description Information on the provision of electronics and telecommunications services. ***Topics:*** Communications – Government Telecommunications Agency (GTA), call code cards, intercom and public address, automated office communications; radio and television – control radio, inmate radio and television (departmental and personal), two-way radio; telephone – directories, emergency directories, installations and relocations, commercial and departmental telephone system, long distance, intercity direct lines, conference telephone; teletype and Telex – facsimile, telegraphs. ***Program Record Number:*** CSC AIS 030

Electronics and Telecommunications – Security

Description: Information on the acquisition and installation of security electronics equipment. ***Topics:*** Integrated Communication and Control System – sub-systems, acceptance test procedures, standard operation procedures (SOP), main communication and control posts (MCCPs); institutional detection and alarm call system – closed-circuit television (CCTV) switching logic, fire-smoke alarm, nurse call system, intrusion detection, STELLER system; electric-field fencing; Digital Automatic Video Intrusion Detection (DAVID), personal portable alarm, panic alarm, inmate cell call; technical surveillance – counter-technical intrusion inspection. ***Program Record Number:*** CSC AIS 035

Engineering, Architecture and Properties

Description: Information on buildings and properties, accounting and inventories, real property, including acquisition and disposal, and the environmental protection program. ***Topics:*** Buildings and properties – signage program, heritage buildings and properties, photographs; accounting and inventories – Central Real Property Inventory, site plans; acquisition of real property – leases, expropriation, mobile trailers, proposed new sites; disposal of real property – notification of excess Crown property, report of surplus lands and buildings; environmental protection program – air pollution, water pollution, noise control, environmental assessment and review process, clean-up program. ***Program Record Number:*** CSC AIS 045

Equipment

Description: Information on the acquisition of equipment. ***Topics:*** Equipment on loan; photographic equipment; farm equipment and machinery; kitchen equipment; laundry equipment; physical education and recreation; audio-visual; fire safety; electronic equipment inventory; micrographic equipment products data; health care equipment; drugs and medical devices; inventory of fire fighting equipment; boiler equipment; data processing equipment – computers, computer terminals; maintenance and repairs – office appliances, electronics equipment, electronics maintenance test equipment, preventive maintenance; films, nursing equipment; office appliances – calculating machines, tape recorders, typewriters, photocopying equipment, word processors. ***Program Record Number:*** CSC MAB 100

Facilities Planning

Description: Information on the planning of facilities. ***Topics:*** Public awareness program; five-year construction program; accommodation standards; accommodation program 1980-90; chapel; community release centres; female accommodation; health care centres; maximum, medium and minimum security; psychiatric centres; reception centres; special handling units; workshops; construction systems and materials – materials, plumbing, heating, ventilation, water supply, sewage and garbage disposal system and equipment, kitchen planning and equipment, cell design and furnishing; security and control systems – electric locking, manual locking and communication systems, security windows, screens, grills and barriers, perimeter security systems. ***Program Record Number:*** CSC AIS 040

Food Services

Description: Information on the supply of foodstuffs and the administration of the Food Services Program. ***Topics:*** Foods – canned goods, fruits and vegetables, meat, fish and poultry, dairy products (includes milk, butter, cheese and eggs); Food Services Program – ration scale, menu sheets, messing, Christmas bags, religious diets, Food Service Manual, Diet Manual, ration control system, food testing, recipes, approved product list. ***Program Record Number:*** CSC AIS 090

Health Care Equipment

Description: Information on the acquisition of health care equipment. ***Topics:*** Dental, optical, physiotherapy, first aid kits; X-ray facilities and equipment; psychiatric and health care centres – beds (other than cell, dormitory, and household), X-ray, operating room; drugs and medical devices – narcotics and controlled drugs, inspections by the Department of National Health and Welfare; drug formularies; drug utilization reviews; monitored drug distribution systems; patient compliance and counselling; pharmaceutical services. ***Program Record Number:*** CSC MAB 105

Heating

Description: Information on the provision of heating utilities. ***Topics:*** Heating fuels – coal, diesel oil, fuel oil; natural gas; propane gas; wood; heating plants – boiler and furnace, monthly performance statements, boiler and pressure vessel inspection, boiler feed water treatment, boiler tune-up retrofit program, buried piping and tunnels, heating plant equipment; heating ventilation and air conditioning – heat distribution system, monitoring and control systems, ventilation, building environment control. ***Program Record Number:*** CSC AIS 075

Institutional Services

Description: Information on the procurement services required by institutions. ***Topics:*** Clothing – officer clothing, inmate clothing, report on stock of cloth for officers' uniforms; furniture and furnishings – kitchen smallware; cell and dormitory – beds and bedding, lighting fixtures, lockers, chairs, sofas; household – beds and bedding, chesterfields, chairs, sofas; office – filing cabinets and security shells, desks, tables and chairs, drapes and venetian blinds, wall furnishings (pictures, plaques). ***Program Record Number:*** CSC MAB 110

Lands

Description: Information on the administration of lands. ***Topics:*** Lands – burial grounds and cemeteries, quarries, trespassing; concessions – easement, rights-of-way, cattle grazing privileges, lease-backs; letting of farmland; development – site grading and levelling, farm land, reforestation; fencing, walls and towers; flood control; parking areas; roads, streets, sidewalks – snow removal. ***Program Record Number:*** CSC AIS 065

Materiel Management

Description: Information on overall materiel management. ***Topics:*** Equipment and supplies – agreements and guarantees; accounting and inventories – boards of survey, overages and shortages, stock-taking; electronic equipment inventory; catalogues, manuals, price lists – office equipment and supplies, tool and equipment manual; Technical Services Manual; disposal and surplus – condemnation, transfer of material to other government departments, write-offs; drawings and specifications – buildings; industrial drawings; Canadian General Standards Board. ***Program Record Number:*** CSC MAB 095

Procurement

Description: Regulations, instructions and procedures relating to procurement. ***Topics:*** Procurement – purchasing and requisitioning procedures and methods, Supply and Services Canada customer manual, scale of issue – drugs and medical devices, medical supplies; tender lists; contracts; local purchase orders; requisitions; standing offer agreements. ***Program Record Number:*** CSC MAB 115

Recorded Information

Description: Records on the development and implementation by Records Management of a plan to organize the Department's recorded information as well as the related procedures, work instruments, and systems; and records on the development and approval of retention and disposal schedules for the Department's recorded information. ***Topics:*** Records Classification and Scheduling Plan for administrative records, dealing with distribution, improvement writing group, administration generally, buildings and properties, equipment and supplies, finance, personnel, operations in general, programs for offenders, inmate education, training and employment, security, health care and medical services; Offender Records System – Working Group; personnel records system; records procedures; Parker Plan; retention and disposal schedules; accessions and disposal authorizations – historical records, statistics; personnel records; offender records – pardons. ***Program Record Number:*** CSC MAB 122

Supplies

Description: Information on the purchase of supplies. ***Topics:*** Badges, emblems, crests, flags; training aids; supplies; returnable containers; building materials – hardware and paint, lumber and plywood, electrical, plumbing and pipefitting; cleaning and personal hygiene supplies – institutional cleaning supplies, inmate hygiene supplies; forms; requisitions; heating and cooking fuels – coal, furnace or stove oil, gas; motor fuels – gasoline, diesel fuel, oil and lubricants, antifreeze; shop supplies – cloth textiles, leather and bindings, hardware and paints, lumber and plywood, metals, welding supplies and chemicals; stationery. ***Program Record Number:*** CSC MAB 120

Technical Services

Description: Information on the management of technical services, including major construction projects and the provision of electronic and telecommunication services. ***Topics:*** Construction – codes and regulations; contracts – projects, individual contracts, design change requests; institutional performance specifications – educational facilities; programs – Accelerated Construction Program, capital projects authorization and implementation system. ***Program Record Number:*** CSC AIS 025

Utilities

Description: Information on the provision of utilities. ***Topics:*** Utilities – refrigeration; conservation of energy – reports, solar energy, wood and waste products (biomass); electric power – electrical distribution system, emergency stand-by generators, flood-lighting; garbage disposal – garbage dumps, incinerators; water and sewage – filtration and water treatment plant, plumbing systems, water mains, sewers and drains; water towers and reservoirs; wells; bacteriological examination of water and milk. ***Program Record Number:*** CSC AIS 070

Vehicle Parking

Description: Information on vehicle parking. ***Topics:*** Regulations; application; permits. ***Program Record Number:*** CSC AIS 085

Vehicles

Description: Information on the management and provision of government-owned vehicles. ***Topics:*** Fleet management information system; credit card system; licence registration and insurance; maintenance and repairs; operating standards; recall notices; technical bulletins; Propane Conversion Program; vehicle entitlement; procurement; use of government vehicles; leasing. ***Program Record Number:*** CSC AIS 080

■ Inspector General Sector

Inspector General

Description: Information on liaison with the Correctional Investigator, management of audits and management of the accreditation program. ***Topics:*** Correctional Investigator's inquiries; special projects; management review – regional checklists; financial audits – annual financial audit report, quarterly report on financial audits; management services – audits (personnel and administrative); correctional standards -Commission on Accreditation for Corrections Inc. (U.S.), institutions, parole offices, community correctional centres, regional psychiatric centres, health care centres; administrative enquiries – Inspector General. ***Program Record Number:*** CSC IGS 125

Investigative Inquiries

Description: Records on investigations conducted by the Inspector General's or Policy, Planning and Administration branches, on incidents that have an adverse effect on the security or administration of an institution. ***Topics:*** Terms of reference for each incident including facts and recommendations; police reports; intelligence assessments; and information provided by offenders, staff, visitors and external organizations. ***Note:*** Used to prevent incident recurrences and to process claims against the Crown. ***Program Record Number:*** CSC IGS 135

Penal and Correctional Inquiries

Description: Inquiries held to identify operational deficiencies in the Canadian Correctional System and to make recommendations for changes. ***Topics:*** Canadian Committee on Corrections – Mr. Justice Ouimet; Commission of Enquiry into the Non-medical use of Drugs; Correctional Planning Committee; Doukhobor problems; Fauteux Committee; Joint Committee of the Senate and House of Commons 1965; Justice and Legal Committee of the Senate and House; juvenile delinquents; Provost Commission on the Administration of Justice; Royal Commission on the Toronto Jail of Custodial Services; narcotics addiction; study of sexual and dangerous offenders; inquiry by Joseph E. Nuss into the presentation of live entertainment performances at Archambault Institution and other federal institutions; Report of Correctional Investigator on Allegations of Mistreatment of Inmates at Archambault: 82-07-12; murders and assaults in the Ontario region. ***Program Record Number:*** CSC IGS 140

■ Corporate Policy and Planning Sector

Operations

Description: Information on the operations of CSC in general. ***Topics:*** Youth Services crime prevention; relocation of federal female offenders. ***Program Record Number:*** CSC ERB 130

Research

Description: Research, including public opinion research, into medical, psychiatric, psychological and socio-behavioral matters, and into matters involving the operation and delivery of correctional programs and services generally, such as, but not limited to, food services, education, employment, social and cultural development and visiting programs. ***Topics:*** Research Advisory Council; medical; psychiatric; psychological; nursing, etc. ***Program Record Number:*** CSC ERB 145

■ Offender Policy and Program Development Sector

Academic Training

Description: Information on schools, university training, extramural courses. *Topics:* Correspondence courses; special education; university degree program; computer-assisted learning; native studies. *Program Record Number:* CSC OPB 170

Agriculture

Description: Information on the operation of CSC institutional farms, the management of animals, cannery operations and storage of fruits and vegetables, slaughter of cattle and the storage and distribution of meat. *Topics:* Agribusiness – enterprise operations – dairy, poultry, beef, pork, grain and forage, field vegetables, greenhouses, trout, abattoirs, processing, storage, transportation; inspection – dairy, eggs, meat and abattoir, horticulture, trout; reports. *Program Record Number:* CSC OPB 155

Automated Data Processing

Description: Information on automated data processing installations, customers and proposed customers, and production reports. *Topics:* Automated data processing; customers; contracts; reports – data capture, microfilm, packaging and distribution, programming, videotext, word processing, privatization. *Program Record Number:* CSC OPB 160

Benefits, Incentives and Pay Administration Plan

Description: Information on inmate pay, work incentives and the pay administration plan. *Topics:* Incentives; Inmate Employment and Pay Administration Plan – operations, classification and compensation, overtime, Inmate Employment Board reports, Inmate Employment and Pay Administration Manual, monitoring, regional budgets, position placement guidelines, conference calls minutes and agendas, forfeiture of pay for damages; classification and compensation; pay plan system – employment and pay information system, attendance, inmate pay procedures, education and training, pay plan, automated document processing pay plan, inmates on construction projects, hourly pay planning framework, newsletter/staff bulletin, zero pay, enhancement to inmate pay reports; Special Handling Units; post-release – bonding, employment services for ex-offenders, employers of ex-offenders. *Program Record Number:* CSC OPB 220

Case Management

Description: Information on the development of a program plan for the offender. *Topics:* Pre-sentence and post-sentence report; classification of inmates – classification questionnaire, cascading of inmates, individual program planning. *Program Record Number:* CSC COB 230

Chaplaincy

Description: Information on programs designed for the spiritual well-being of inmates. *Topics:* Interfaith Committee on Chaplaincy; special diets; chaplaincy – Protestant, Roman Catholic, relations with diverse faith groups, retreats, Chaplain's Manual. *Program Record Number:* CSC OPB 265

Citizens' Advisory Committee

Description: Information on policy formulation, planning, minutes and recommendations of the Citizens' Advisory Committee. *Topics:* Draft CD 216; memberships and appointments; national conference of Citizens' Advisory Committees (CACs) – constitution; minutes, recommendations; progress reports; National Executive Committee of CACs – minutes; newsletters; orientation program for CAC, pamphlet. *Program Record Number:* CSC OPB 285

Community Relations and Special Projects

Description: Information on working relationships with private sector agencies such as the John Howard and Elizabeth Fry societies for services such as parole supervision and residential services. *Topics:* Associations – aftercare services contracts; grants to aftercare agencies. *Program Record Number:* CSC OPB 280

Community Residential Centres

Description: Information on the operational aspects of community correctional centres and community residential centres for parole supervision; includes provincial liaison. *Topics:* Guidelines for community residential centres (CRCs); directory; report on CRC usage; national standards for CRC Task Force; use of Parole Board seal; annual evaluation of CRC and agencies; community assessment and parole supervision – provincial. *Program Record Number:* CSC OPB 290

Contingency Emergency Plans

Description: Information on action to be taken in the event of any emergency causing a disruption of the institutional routine and operational activity. *Topics:* Civilian assistance; military assistance; RCMP assistance; emergency response teams; riots and major disturbances; bomb threats; procedures during labour disputes; Operations Centre, National Headquarters; crisis management development. *Program Record Number:* CSC COB 355

Contraband and Dangerous Substances

Description: Information on the entry into or discovery of unauthorized material in institutions, and the control of dangerous substances within the institution. *Topics:* Dangerous substances; drugs; searches (inmates, staff, visitors); body cavity searches; butane lighters; gerbil drug detection; reports and bulletins from other agencies; statistics; tool control; weapons; shaving razors. *Program Record Number:* CSC COB 360

Dental Services

Description: Information on dental laboratories and dental care provided to offenders. *Topics:* Dental service, dental laboratories. *Program Record Number:* CSC HCB 330

Discipline, Punishment, Segregation

Description: Information on segregation, dissociation and disciplinary measures to be taken in order to maintain institutional routine. *Topics:* Bulletins and publications – foreign jurisdictions; corporal punishment; dissociation;

study groups; recording and reporting system; sensory deprivation; use of force; segregation; segregation – monthly administrative review; independent chairpersons – workshops, appointments, resignations, fees; offence and punishment summary reports. ***Program Record Number:*** CSC COB 365

Education and Training

Description: General information on programs designed to improve the inmates' occupational skills. *Topics:* Academic and vocational training contracts; teachers; educational testing – academic and vocational; development plan; evaluation; calendar of studies; privatization. ***Program Record Number:*** CSC OPB 165

Emergency Planning

Description: Information on policies and plans for the continuation of the Department's operations in the event of an emergency. *Topics:* Accommodation; national shelter program; nuclear survival; snow emergencies; training; Exercise Wintex; Exercise Bold Step 82; nominated officials; circulars, publications, reports. ***Program Record Number:*** CSC COB 370

Female Offenders

Description: Information on special programs to meet the needs of the female offender. *Topics:* Relocation of female offenders; provincial co-operation – administration of Prison for Women, Elizabeth Fry societies, federal female inmate relocation project-advisory group, federal-provincial Committee on the Female Offender, National Advisory Committee on the Female Offender, National Planning Committee on the Female Offender, female accommodation, programs for female offenders; women in conflict with the law. ***Program Record Number:*** CSC OPB 310

Health and Hygiene

Description: Information on general matters pertaining to the cleanliness and physical well-being of inmates. *Topics:* Accident reports – inmate; barbering; bathing; change room; laundry; occupational therapy; hygiene and sanitation. ***Program Record Number:*** CSC HCB 325

Hostage Taking

Description: Information on the management of hostage-taking situations. *Topics:* Guidelines for the behaviour of hostages; services to families of hostages; statistics. ***Program Record Number:*** CSC COB 385

Incidents

Description: Information on incidents in institutions. *Topics:* Assaults; contraband; death; fires; major incidents; statistics -summaries, double-bunking related incidents; escapes and recaptures – escapes from escort, plans apprehended, Operation Earthworm, reports, statistics, studies; Operation Focus; Operation Garrot; Operation Depart; injuries – accidental, attempted murder, attempted suicide, self-inflicted; use of force – gas, physical, weapons. ***Program Record Number:*** CSC COB 405

Industries

Description: General information on industrial operations. *Topics:* Automation; Industries Operation Manual; privatization; proposals; warehouses. ***Program Record Number:*** CSC OPB 190

Information and Intelligence

Description: Information on activities considered to have intelligence significance in the maintenance of good order within the institutions; also intelligence information of benefit to law enforcement and correctional agencies. *Topics:* Inmate witnesses from foreign jurisdictions; interrogations; organized crime; organized crime – Quebec; profiles – inmate; staff labour problems; special cases; terrorism; threats and demonstrations; fictitious records; bulletins, publications – bulletins and reports from law enforcement agencies, inmate newsletters, radical books and publications, security bulletins, SINTREP – daily and weekly, summaries, synopses, evaluations. ***Program Record Number:*** CSC COB 410

Inmate Affairs

Description: Information on the management of inmate affairs. *Topics:* Welfare – counselling; inmate organizations; legal affairs – legal aid; ombudsman; inmate rights and responsibilities; administrative boards; United Nations general principles for persons in prisons; inmate affairs – inmate participation in management; inmate committees; grievances – individual grievances, group grievances, reports, Grievance Manual, Inmate Manual. ***Program Record Number:*** CSC OPB 270

Inmate Employment

Description: Information on general matters pertaining to the employment of inmates both within the institution and externally while they are serving a sentence. *Topics:* Work assignment boards – grading; internal employment; external employment; employment proposals; master job inventory; work sector guidelines/work standards; inmate requirement per program; monthly reports on employment of inmates; inmate labour on construction projects; performance measurement indicators; Inmate Employment Branch Manual; employment strategy; Special Handling Unit. ***Program Record Number:*** CSC OPB 150

Inmate Population Management

Description: Information on procedures for managing the inmate population. *Topics:* Escorting of inmates; transportation of inmates by air; protective custody units; special handling units; weekly reports; dangerous offenders – most dangerous, weekly report, murderers, sex offenders. ***Program Record Number:*** CSC COB 390

Institutional Library Service

Description: Information on the administration of institutional library services. ***Program Record Number:*** CSC OPB 180

Living Unit

Description: Information on regulations and implementation of the living unit program. *Topics:* Therapeutic community; living unit and human relations –

"The Owl Grid/la Grille Hibou", living unit class proposal. *Program Record Number:* CSC COB 235

Marketing

Description: Information on the development of markets and products. *Topics:* Marketing; market development – cataloguing of products, development and distribution of literature, after-sales service, non-customer complaints, product promotion – showroom, product coding, promotional aids; product development – product costing, price change requests, drawings and specifications, packaging, safety, identification; Correctional Service of Canada products; furnishings; maintenance equipment; modular housing; Post Office equipment; recreation and sports equipment; services; specialized equipment; storage and packaging of products; aids for the handicapped; container – waste. *Program Record Number:* CSC OPB 195

Medical Services

Description: Information on the medical care of inmates. *Topics:* Medical insurance for parolees and ex-inmates; medical statements; Medical Services Manual; Nursing Manual; nursing; Canadian Hospital Directory; immunization of inmates; drug abuse testing; transsexuals; reception; chest X-rays; contagious and communicable diseases – acquired immune deficiency syndrome (AIDS); hunger strikes; privatization. *Program Record Number:* CSC HCB 335

Native Offenders

Description: Information on special programs to meet the needs of the native offender. *Topics:* Associations; native offenders – Inuit, placement in camp locations, Burwash Native People's Project, alcohol and drug abuse by natives, Native Crime and Justice Commission; native counselling service – Ontario, Alberta; Native Courtworker Services of Saskatchewan; spirituality; Native Brotherhood. *Program Record Number:* CSC OPB 315

Operational Security

Description: Information on general operational security of the institutions. *Topics:* Inmate count; patrol dogs; Dress and Deportment Manual; institutional security requirements for construction projects; supervision of inmate leisure time activities; Security Manual; flying over institutions; preservation of evidence at the scene of a crime; shift briefing; duty rosters; post analysis; team concept; security post in health care centres; surveillance of inmates in community hospitals; hand-over of security posts; inmate movement control. *Program Record Number:* CSC COB 350

Operations and Quality Control

Description: Information on quality control, quantitative and qualitative performance in district offices and application of policy and procedures in the region. *Topics:* Quality control and procedure review – audits, board complaints, concerns and comments, inmate enquiries and issues on case management, community enquiries and issues on case management, warrant control records; quality control checklists; NPS Procedures Manual – proposed amendments, Case Management Manual. *Program Record Number:* CSC COB 255

Personnel Security Program

Description: Information on the administration of the personnel security program involving clearances of personnel and individual security clearance case files. *Topics:* Clearance of personnel; criminal indices check; employment of homosexuals. *Program Record Number:* CSC COB 415

Policy and Procedures

Description: Information on the development of general policies and procedures. *Topics:* Co-operation and liaison with the provinces – deportation; Case Management Manual. *Program Record Number:* CSC COB 240

Policy and Procedures – Community Release

Description: Information on the development of policies and procedures in preparation for community release. *Topics:* Community Correctional Centre directors' conference; Inmate Manual; community banking; parolee assistance loan fund; deportation; parole – parole offices as releasing institutions, medical insurance for parolees and ex-inmates; programs – Case Management Manual, Chapter 17. *Program Record Number:* CSC COB 245

Preventive Security

Description: Information on preventive security. *Topics:* Security in the Public Service – Cabinet Document 35; building security – access control, fire and emergency evacuation, locks, locking devices and issuing of keys; protection services – Corps of Commissionaires; identification – ID cameras, inmates, parolees, staff, damage, loss and recovery, fingerprinting, inmate name tags. *Program Record Number:* CSC COB 400

Production Program

Description: Information on manufacturing, inventory control, quality control and quality assurance of products manufactured by CSC. *Topics:* Production control – inventory of manufactured goods, advance orders, purchase of materials, order forms, manufacturing authorities, notice of shipment; manufacturing program; inspections – inspection plans, in-process inspections, final inspection, customer complaints; guarantees and warranties. *Program Record Number:* CSC OPB 205

Programs

Description: Information on parole supervision programs. *Topics:* Private homes; services to families of offenders; Square One. *Program Record Number:* CSC OPB 295

Provincial Liaison and Accreditation

Description: Information on liaison with provincial governments on accreditation and issue of trades certificates, work placement. *Program Record Number:* CSC OPB 175

Psychiatric Services

Description: Information on psychiatric care of inmates. *Topics:* Certification procedures for admission; sex offender treatment. *Program Record Number:* CSC HCB 340

Psychological Services

Description: Information on psychological programs testing and treatment of inmates. *Topics:* Drug addiction; psychological testing; mentally and behaviourally disordered inmates; dance therapy. ***Program Record Number:*** CSC HCB 341

Release

Description: Information on case preparation for release and case supervision after release. *Topics:* Absences – temporary, festive season, escorted, unescorted; discharge; parole – release of inmates, community release, temporary detainees, post-release programs – temporary absence, day parole, parole, mandatory supervision, signing authority for warrants, Case Supervision Procedures Manual; pre-release programs – intensive pre-release project, temporary absence, day parole, parole, mandatory supervision, Case Preparation Procedures Manual. ***Program Record Number:*** CSC COB 250

Reports and Statistics

Description: Administrative reports and statistics on industrial operations. *Topics:* Inspection reports – quarterly; progress reports on industrial orders; progress reports on clothing and footwear; reports of industrial capacity; sales reports; program situation report; monthly activity report; late delivery reports; work shortage reports. ***Program Record Number:*** CSC OPB 210

Sales

Description: Information on the sale of products made by inmates. *Topics:* Marketing sales; product samples; authorized individuals; federal departments and agencies; municipal governments; non-profit organizations; provincial departments and agencies; religious organizations; schools. ***Program Record Number:*** CSC OPB 200

Security

Description: General information on the security of institutions. *Topics:* Correctional officer field notebook; key control; monthly security briefing; penitentiary officer's handbook; Security Branch issues book; Security Manual; tool control; classification of CSC institutions. ***Program Record Number:*** CSC COB 345

Security Equipment

Description: Information on the selection and use of security equipment. *Topics:* Restraint equipment; scale of issue; regional and institutional emergency response teams; theft or loss of security equipment; Security Equipment Manual; contraband screening – X-ray, metal detectors, narcotics identification kits; concealed person detectors; integrated communication and control system – subsystem, acceptance test procedures, standard operation procedures; main communication and control posts; institutional detection, alarm and call systems – closed-circuit television (CCTV) switching logic, fire/smoke alarm, nurse call system, intrusion detection, STELLER system, electric field fencing, Digital Automatic Video Intrusion Detection (DAVID), personal portable alarm, panic alarm, inmate cell call; technical surveillance – counter technical intrusion inspection; weapons – registration of firearms, ammunition, rifles and revolvers, riot tear-gas, shields. ***Program Record Number:*** CSC COB 375

Security of Information

Description: Information on the administration of security regulations for the handling and storage of documents, as well as the exchange and release of information. *Topics:* Classification of correspondence and documents; release of information; breaches of security; confidentiality of medical and psychiatric reports; medical information administrative summary; EDP security; document storage; secure message service. ***Program Record Number:*** CSC COB 420

Sentence Administration

Description: Documentation of inmates on admission and release, computation of sentences and remission. *Topics:* Admissions – admission of foreign nationals; Sentence Administration Manual; documentation of inmates received from provincial prisons; scar notification; interpretation of sentence; auditing of inmate files; numbering of inmates; fingerprinting and photographing of inmates; expiration of sentence; earned remission; statutory remission; discharge; death – suicides; recidivism; pre-sentence report; post-sentence report. ***Program Record Number:*** CSC COB 260

Shops

Description: Information on the organization, administration and layout of industrial shops. *Topics:* Shops – wood, paint, metal, textile, automative, print. ***Program Record Number:*** CSC OPB 215

Social and Community Programs

Description: Information on special programs to meet the needs of specific groups of offenders and on the administration of financial programs. *Topics:* Finance – community banking, monetary assistance to inmates and dependents, parolee assistance loan fund, trust fund, welfare fund, travelling and living expense allowance, allowances to offenders; recreation deductions; hospital and medical services insurance plan; benefits entitlement; programs – long-term offenders, regional reception centre, diversion, contact, husband and wife offenders, senior citizen offenders, sexual offender program. ***Program Record Number:*** CSC OPB 275

Social and Cultural Development

Description: Information on programs designed to enhance the inmate's social, cultural and physical development. *Topics:* Associations; entertainment – concerts and shows put on by inmates, hobby craft, movies and television, sports activities put on by visiting athletes, concerts put on by visiting groups; physical eduction and recreation – physical fitness testing, standards, minimum security institutions, medium and maximum security institutions,inter-institutional sports day, exceptional people's olympiad; social development programs – transcendental meditation, resource exchange project, life skills, long-term offender project

(SSEAP); social and cultural development – draft CD. *Program Record Number:* CSC OPB 320

Special Projects

Description: Information on special projects for the development of programs. *Topics:* Brantford community team; Correctional Employment Related Services (CER); outreach project; Converse; symposium of community resources ; coordinated computerized Community Residential Centre (CRC) programs; program evaluation; Citizen Action Group (Hamilton) employment project; Volunteer inmates; Exdeltra Inc.; Family Visiting Programs; HELP Program – Frontier College; life skill project – Prairies; inmate employment service – Prince Albert film; parolees – supervision cases – John Howard Society of Metropolitan Toronto. *Program Record Number:* CSC OPB 300

Surveys and Reviews

Description: Information on inadequacies in security operations. *Topics:* Security functional review. *Program Record Number:* CSC COB 380

Transfers

Description: Information on the actual movement of inmates or groups of inmates. *Topics:* Insane inmates; transfer to community correctional centres (CCCs) and community residential centres (CRCs); transfer between regions; transfer to and from provinces; international transfer to and from Canada; international transfers of provincial inmates; institutional monthly flow charts; monthly report on inmate population movement. *Program Record Number:* CSC COB 395

Visits and Correspondence

Description: Information on inmate visitors, the censorship and monitoring of inmate correspondence, reading material, telephone communication. *Topics:* Censorship; conjugal visits; correspondence and gifts; telephone communication; visiting; screening of visitors. *Program Record Number:* CSC COB 425

Vocational Training

Description: Information on commercial training, manufacturing trades, small business courses. *Topics:* Commercial courses; apprenticeship and training; pre-employment training; horticultural training; computer technology and data processing; cooking and hospitality occupations; micrographic; word processing; correspondence courses. *Program Record Number:* CSC OPB 185

Volunteers

Description: Information on the general public and inmates as volunteers. *Topics:* Awareness program; Hamilton volunteer project; insurance; policy development; recognition of volunteers as sponsors in temporary absence and pre-release; Family Visiting Project – accommodation, female offenders, international programs, review board, statistics, steering committee and consultation group, comments from outside organizations; handbook for volunteers, volunteer conference, federal/provincial seminar on volunteers in corrections, Ontario Ministry of Correctional Services volunteer programs. *Program Record Number:* CSC OPB 305

Work Opportunities

Description: Information on the administration of work opportunities for inmates. *Topics:* Inmate labour on construction projects; joint ventures – projects involving private sector; forestry – tree nursery reforestation; Employment and Immigration Canada economic growth component; firms operated by inmates – maintenance, food services, laundry, stores. *Program Record Number:* CPS OPB 225

Personal Information Banks

■ Banks containing offender information:

Admission and Discharge

Description: This bank contains admission and discharge records and data on the personal effects of incoming and outgoing offenders. It also encompasses any operational information in this area that may be required by the CSC to carry out its mandate under the relevant statutes. *Class of Individuals:* Individuals who are or have been incarcerated in a federal institution. *Purpose:* To compile an inventory listing of an offender's cell and stored effects, monies and securities, valuables and other important documents. *Consistent Uses:* This bank assists in the processing of claims against the Crown and in accessing the personal effects of inmates. Data matching occurs with law enforcement agencies and provincial authorities. Details on data matching are found under the heading of "Additional Information". *Retention and Disposal Standards:* Records are retained until the offender attains 70 years of age or five years after the last warrant expiry date, whichever is longest. Historical records are transferred to the National Archives of Canada. *TBS Registration:* 001075 *Bank Number:* CSC PPU 025

Case Management – Community

Description: This bank contains records and data on an offender's release programs as well as background information on his/her incarceration. It may contain information provided under expressed or implied confidentiality related to the offender's conduct, such as routine police reports, community investigations and information of a general investigative nature. This bank also encompasses any operational information in this area that may be required by the CSC to carry out its mandate under the relevant statutes. *Class of Individuals:* Individuals who are or have been incarcerated in a federal institution; or individuals who belong(ed) to a provincial jurisdiction but whose case preparation and supervision are (were) effected by the Correctional Service of Canada (Example: provincial offenders serving time in Nova Scotia). *Purpose:* To provide documentation to assist in the decision-making process for parole. *Consistent Uses:* This bank is used in the preparation of penitentiary placement and release. Information may be shared with victims or potential victims of offenders, private after-care agencies, government institutions at all levels including foreign governments for the administration of matters such as transfers, employment, education, corrections, health care and social services; the information may also be shared with accredited domestic and foreign law-enforcement and investigative agencies in the administration or enforcement of the law and in the detection, prevention or suppression of crime generally. Data matching occurs with law enforcement agencies and provincial authorities. Details on data matching are found under the heading of "Additional Information". ***Retention and Disposal Standards:*** Records are retained until the offender reaches 70 years of age or until five years after the last warrant expiry date, whichever is longest. Historical records are transferred to the National Archives of Canada. ***TBS Registration:*** 001076 ***Bank Number:*** CSC PPU 030

Case Management – Institution "A"

Description: This bank contains sensitive information on all offenders incarcerated in federal institutions. It may contain information provided under expressed or implied confidentiality related to the offender's conduct, such as routine police reports, community investigations and information of a general investigative nature. This bank also encompasses any operational information in this area that may be required by the CSC to carry out its mandate under the relevant statutes. ***Class of Individuals:*** Individuals who are or have been incarcerated in a federal institution. ***Purpose:*** To assist in the case management process for the offender. ***Consistent Uses:*** This bank is used in the decision-making process for determining the type of institution in which an offender should be incarcerated and the type of custody; the type and number of escorts required in cases of temporary absences or transfer; plans and progress in regard to preparation for release. Information may be shared with victims or potential victims of offenders, private after-care agencies, government institutions at all levels including foreign governments for the administration of matters such as transfers, employment, education, corrections, health care and social services; the information may also be shared with accredited domestic and foreign law enforcement and investigative agencies in the administration or enforcement of the law and in the detection, prevention or suppression of crime generally. Data matching occurs with law enforcement agencies and provincial authorities. Details on data matching are found under the heading of "Additional Information". ***Retention and Disposal Standards:*** Records are retained until the offender reaches 70 years of age or until five years after the last warrant expiry date, whichever is longest. Historical records are transferred to the National Archives of Canada. ***TBS Registration:*** 001077 ***Bank Number:*** CSC PPU 035

Case Management – Institution "B"

Description: This bank contains applications submitted by an offender as well as notifications given to an offender on case management and financial matters. It also encompasses any operational information in this area that may be required by the CSC to carry out its mandate under the relevant statutes. ***Class of Individuals:*** Individuals who are or have been incarcerated in a federal institution. ***Purpose:*** To record requests and events of short-term significance, such as escorted temporary absence permit, performance notice, application for transfer (inmate), etc. ***Consistent Uses:*** This bank is used in the day-to-day management of offenders. Information may also be shared with victims or potential victims of offenders. Data matching occurs with law enforcement agencies and provincial authorities. Details on data matching are found under the heading of "Additional Information". ***Retention and Disposal Standards:*** Records are retained until the offender reaches 70 years of age or until five years after the last warrant expiry date, whichever is longest. Historical records are transferred to the National Archives of Canada. ***TBS Registration:*** 001078 ***Bank Number:*** CSC PPU 040

Discipline and Dissociation

Description: This bank contains discipline and dissociation records and data on disciplinary measures taken against the offender as a result of breaches of institutional regulations, or irregularities. It also encompasses any operational information in this area that may be required by the CSC to carry out its mandate under the relevant statutes. ***Class of Individuals:*** Individuals who are or have been incarcerated in a federal institution. ***Purpose:*** To document disciplinary measures taken against an offender. ***Consistent Uses:*** To assist in the decision-making process for parole, temporary absence and transfer applications as well as in sentence calculation. Data matching occurs with provincial authorities. Details on data matching are found under the heading of "Additional Information". ***Retention and Disposal Standards:*** Records are retained until the offender reaches 70 years of age or until five years after the last warrant expiry date, whichever is longest. Historical records are transferred to the National Archives of Canada. ***TBS Registration:*** 001079 ***Bank Number:*** CSC PPU 045

Education and Training

Description: This bank contains education and training records and data created while an offender is incarcerated in an institution. It also encompasses any operational information in this area that may be required by the CSC to carry out its mandate under the relevant statutes. ***Class of Individuals:*** Individuals who are or have been incarcerated in a federal institution. ***Purpose:*** The purpose of this bank is to document the education and training progress of an offender. ***Consistent Uses:*** The information is used to monitor an offender's education and training progress. Information may be shared with the private sector, other federal departments/agencies, and provincial, regional and municipal levels of government in areas such as corrections, social services, health, education and employment. Data matching occurs with provincial authorities. Details on data matching are found under the heading of "Additional Information". ***Retention and Disposal Standards:*** Records are retained until an offender reaches 70 years of age or until five years after the last warrant expiry date, whichever is longest. Historical records are transferred to the National Archives. ***TBS Registration:*** 001080 ***Bank Number:*** CSC PPU 050

Employment

Description: This bank contains records and data on an offender's employment within the institution and the community. It also encompasses any operational information in this area that may be required by the CSC to carry out its mandate under the relevant statutes. *Class of Individuals:* Individuals who are or have been incarcerated in a federal institution. *Purpose:* To evaluate and assess an offender's progress and employability. *Consistent Uses:* To monitor and evaluate employment and pay progress. Information may be shared with the private sector, other federal departments/agencies, provincial, regional and municipal levels of government in areas such as corrections, social services, health, education and employment. Data matching occurs with provincial authorities. Details on data matching are found under the heading of "Additional Information". *Retention and Disposal Standards:* Records are retained until the offender reaches 70 years of age or until five years after the last warrant expiry date, whichever is longest. Historical records are transferred to the National Archives of Canada. *TBS Registration:* 001081 *Bank Number:* CSC PPU 055

International Transfers

Description: This bank contains applications for transfer, offender personal data, family data, citizenship data, case histories, offence data, sentence data, warrant(s) of committal and confirmation of judgement. It may also contain other documents specifically required by individual countries. *Class of Individuals:* Canadians who are or have been incarcerated abroad or foreign offenders who are incarcerated in a Canadian federal institution and have requested a transfer to their country of origin. *Purpose:* To provide documentation in order to assist and support the decision-making process for international transfers. *Consistent Uses:* This bank is used to prepare international transfer cases. Information may be shared with the Department of Justice, Department of External Affairs and Employment and Immigration. *Retention and Disposal Standards:* The records are retained until the offender reaches 70 years of age or until five years after the last warrant expiry date, whichever is longest. Historical records are transferred to the National Archives of Canada. *TBS Registration:* 002681 *Bank Number:* CSC PPU 125

Offender Grievances

Description: This bank contains grievances presented by offenders; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; and all correspondence about grievances. It also encompasses any operational information in this area that may be required by the CSC to carry out its mandate under the relevant statutes. *Class of Individuals:* Individual who are or have been incarcerated in a federal institution and who have presented a grievance. *Note:* In addition to the requirements specified on the Personal Information Request Form, individuals requesting information concerning them in this bank must provide the grievance number, the location where it was filed, the approximate date it was filed, and any other identifying data that would help to expedite the processing of their request. *Purpose:* The purpose of this bank is to record information used in the grievance process through all levels. *Consistent Uses:* Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process. No data matching occurs. *Retention and Disposal Standards:* The records are disposed of two years following the resolution of grievances. Historical records are transferred to the National Archives of Canada. *TBS Registration:* 001584 *Bank Number:* CSC PPU 082

Offender Health Care

Description: This bank contains records on an offender's health care within the federal institution and the community; the treatment provided and related information. The records within the bank are segregated into three dockets, namely, medical and surgical, dental, and psychiatric. The dockets contain health care histories, tests results and interpretations, X- rays, treatment provided and related information. *Class of Individuals:* Individuals who are or have been incarcerated in a federal institution. *Purpose:* The bank is used for treatment purposes, and to record and respond to offender health care problems such as illness or injury. *Consistent Uses:* Certain health care records are used for research, evaluation and training purposes, but no decisions directly affecting the individual result from these uses. Information may also be shared with the private sector in the areas of health and social services, and with the public sector in the areas of health and social services, the Employment Accident Compensation Program and corrections. Data matching occurs with NPB and provincial authorities. Details on data matching are found under the heading of "Additional Information". *Retention and Disposal Standards:* Records are retained until the offender reaches 70 years of age or until five years after the last warrant expiry date, whichever is longest. Historical records are transferred to the National Archives of Canada. *Bank Number:* CSC PPU 060

Offender Information

Description: This bank contains administrative records of a general nature and background information on all aspects of an offender's incarceration in a federal institution. It may contain copies of correspondence retained on other offender banks at the institutional level. *Class of Individuals:* Individuals who are or have been incarcerated in a federal institution. *Purpose:* To provide documentation to assist in the decision-making process for sentence administration, institutional program planning and release on parole. *Consistent Uses:* This bank is used to prepare ministerial correspondence and to assist in processing claims against the Crown and grievances. *Retention and Disposal Standards:* Records are retained for five years after last action is complete. Historical records are transferred to the National Archives of Canada. *TBS Registration:* 002674 *Bank Number:* CSC PPU 115

Pardons

Description: When an offender is granted a pardon under the Criminal Records Act, all personal information banks pertaining to that individual are segregated from the regular records holdings and are not disclosed for any purpose unless the pardon is revoked and the records are returned to the regular records holdings. ***Class of Individuals:*** Individuals who have been incarcerated in a federal institution or supervised by a federal parole office and have been granted a pardon. ***Note:*** In addition to the requirements specified on the Personal Information Request Form, individuals requesting information concerning them in this bank must provide a copy of their pardon certificate, and any other identifying data that would help to expedite the processing of their request. ***Purpose:*** The purpose of this bank is to store and protect records of pardons granted under the Criminal Records Act. ***Consistent Uses:*** These records cannot be used for any purpose. No data matching occurs. ***Retention and Disposal Standards:*** The records are normally retained until the offender reaches 80 years of age. Historical records are transferred to the National Archives of Canada. ***TBS Registration:*** 002121 ***Bank Number:*** CSC PPU 110

Personal Information Disclosed to Federal Investigative Bodies

Description: In accordance with subsection 8(4) of the Privacy Act, this bank has been established to retain copies of requests received from, and replies to such requests with related details, to authorized federal investigative bodies for personal information pursuant to paragraph 8(2)(e) of the Privacy Act, for the purpose of enforcing a law of Canada or a province, or carrying out a lawful investigation. ***Class of Individuals:*** Individuals about whom requests for personal information have been received pursuant to paragraph 8(2)(e) of the Privacy Act from federal investigative bodies for the purpose of enforcing a law of Canada or a province, or carrying out a lawful investigation. ***Purpose:*** The purpose of this bank is to permit the Privacy Commissioner to review disclosures, and the number thereof, that are made under paragraph 8(2)(e) of the Privacy Act to federal investigative bodies for the purpose of enforcing a law of Canada or a province or for carrying out a lawful investigation. ***Consistent Uses:*** Information contained in this bank may be shared with federal investigative bodies such as, but not exclusively, the RCMP, the Intelligence Division of the Department of National Revenue (Customs and Excise), the Security Section of the Passport Office in the Department of External Affairs, etc. No data matching occurs. ***Retention and Disposal Standards:*** Records are retained for two years after completion of the request. ***TBS Registration:*** 001582 ***Bank Number:*** CSC PPU 089

Psychiatric Treatment Centres

Description: This bank contains psychiatric records and some medical information pertaining to offenders treated in psychiatric treatment centres. The federal psychiatric treatment centres are: the Regional Treatment Centre (Ontario Region), the Regional Psychiatric Centre (Prairie Region), and the Regional Psychiatric Centre (Pacific Region). ***Note:*** In addition to the requirements specified on the Personal Information Request Form, individuals requesting information concerning them in this bank must specify the approximate date and the federal psychiatric facility where the treatment was administered, and any other identifying data that would help to expedite the processing of their request. The federal psychiatric facilities are: the Regional Treatment Centre (Ontario Region), the Regional Psychiatric Centre (Prairie Region), and the Regional Psychiatric Centre (Pacific Region). ***Class of Individuals:*** Individuals who are, or have been, incarcerated in a federal psychiatric treatment centre. ***Purpose:*** This bank is used for treatment purposes and to record offenders' mental health problems. ***Consistent Uses:*** The information recorded in this bank can be used for the transference of the offender to a provincial psychiatric treatment centre after the last warrant expiry date. Information may also be shared with the private sector, and with the public sector in the areas of health, social services and corrections. Data matching occurs with NPB, law enforcement agencies and provincial authorities. Details on data matching are found under the heading of "Additional Information". ***Retention and Disposal Standards:*** Records are retained until the offender reaches 70 years of age or until five years after the last warrant expiry date, whichever is longest. Historical records are transferred to the National Archives of Canada. ***TBS Registration:*** 001585 ***Bank Number:*** CSC PPU 061

Psychology

Description: This bank contains psychological records and data such as psychological assessments, test results, and correspondence related to the offender's treatment. ***Class of Individuals:*** Individuals who are or have been incarcerated in a federal institution. ***Purpose:*** To provide a psychological profile of an offender and to determine any treatment required. ***Consistent Uses:*** The bank assists in individual program planning, classification of an offender and transfers; and allows the monitoring of psychological treatment received. Information may be shared with the private sector, other federal departments and other levels of government in the areas of corrections and social services, health care, education and employment. Data matching occurs with law enforcement agencies and provincial authorities. Details on data matching are found under the heading of "Additional Information". ***Retention and Disposal Standards:*** Records are retained until the offender reaches 70 years of age or until five years after the last warrant expiry date, whichever is longest. Historical records are transferred to the National Archives of Canada. ***TBS Registration:*** 001082 ***Bank Number:*** CSC PPU 070

Sentence Administration

Description: This bank contains records and data related to the administration of an offender's sentence such as records of earned remission, sentence computation and transfer warrant. It also encompasses any operational information in this area that may be required by the CSC to carry out its mandate under the relevant statutes. ***Class of Individuals:*** Individuals who are or have been incarcerated in a federal institution. ***Purpose:*** To ensure that policies and procedures on the administration of the offender's sentence are followed. *Consistent Uses:* To control the administration and legal documents pertaining to an offender's incarceration. Information may be shared with victims or potential victims of offenders, private after-care agencies, government institutions at all levels including foreign governments for the administration of matters such as transfers, employment, education, corrections, health care and social services; the information may also be shared with accredited domestic and foreign law-enforcement and investigative agencies in the administration or enforcement of the law and in the detection, prevention or suppression of crime generally. Data matching occurs with law enforcement agencies and provincial authorities. Details on data matching are found under the heading of "Additional Information". *Retention and Disposal Standards:* Records are retained until the offender reaches 70 years of age or until five years after the last warrant expiry date, whichever is longest. Historical records are transferred to the National Archives of Canada. *TBS Registration:* 001083 *Bank Number:* CSC PPU 075

■ Banks containing information on members of the public:

Employers Program

Description: This bank contains records on individuals, groups, agencies or firms who are involved in creating work opportunities for offenders, such as joint venture projects, or who wish to obtain goods produced and/or services provided by offenders. *Class of Individuals:* Individuals who are involved in creating work opportunities for offenders. *Note:* In addition to the requirements specified on the Personal Information Request Form, individuals requesting information concerning them in this bank must provide the approximate dates and the institution or the region where they offered their services, and any other identifying data that may expedite the processing of their request. *Purpose:* It is used to manage offender employment programs, to record their expenditures and revenues, to market offender goods and services and to provide statistical and other data about these programs. No data matching occurs. *Retention and Disposal Standards:* Retained for ten years. Historical records are transferred to the National Archives of Canada. *Bank Number:* CSC PPU 095

Open Competitions

Description: This bank contains information on individuals who have responded to an open competition notice posted by the Correctional Service of Canada. The information includes requests to staff a position, all information regarding the position, all advertising data, all applications and interview data on applicants, screening and selection board reports, offers of appointment and appointment documents. *Class of Individuals:* Individuals who have responded to an open competition notice posted by Correctional Service Canada. *Note:* In addition to the requirements specified on the Personal Information Request Form, individuals requesting information concerning them in this bank must specify the competition number the approximate date and location, and any other identifying data that would help to expedite the processing of their request. *Purpose:* It is used to staff positions through open competitions on referral from applicant inventory, and for statistical studies. *Consistent Uses:* Data matching occurs with previous employers (federal, provincial and private) and law enforcement agencies. Details on data matching are found under the heading of "Additional Information". *Retention and Disposal Standards:* Records are disposed of two years after the date of selection of applicant by the competition board. Historical records are transferred to the National Archives of Canada. *Bank Number:* CSC PPU 100

Personal Information Requests

Description: This bank contains the personal information request forms sent by individuals requesting access to their records, the replies to such requests and information related to their processing. *Class of Individuals:* Who have requested access to there personal information under the Privacy Act. *Purpose:* To provide background documentation to assist in decision-making when an exemption is appealed. *Consistent Uses:* It is used for processing access requests only, and to report on the number of access requests annually. No data matching occurs. *Retention and Disposal Standards:* Records are disposed of two years from the date of request. *Bank Number:* CSC PPU 088

Personal Services Contracts

Description: This bank contains records on individuals who have entered into a personal services contract with Correctional Service of Canada. It includes the duties, length of service, remuneration and any other approved terms and conditions deemed necessary. *Class of Individuals:* Individuals who have entered into a personal service contract with Correctional Service of Canada. *Note:* In addition to the requirements specified on the Personal Information Request Form, individuals requesting information concerning them in this bank must specify the number of the contract of interest to them, and any other identifying data that would help to expedite the processing of their request. *Purpose:* To compile all relevant information regarding personal services contracts. It is used to monitor and evaluate performance and to verify entitlements. *Consistent Uses:* Data matching occurs with previous employers (federal, provincial and private) and law enforcement agencies. Details on data matching are found under the heading of "Additional Information". *Retention and Disposal Standards:* Records are disposed of six fiscal years after completion of the contract. Historical records are transferred to the National Archives of Canada. *Bank Number:* CSC PPU 105

Volunteers

Description: This bank contains records of individuals offering their services on a voluntary basis. Information includes addresses, telephone numbers, biographies, resumes, and security clearances. *Class of Individuals:* The information relates to individuals (excluding offenders) who are, or have been, volunteers. *Note:* In addition to the requirements specified on the Personal Information Request Form, individuals requesting personal information contained in this bank must provide the approximate dates and the institution where they worked as volunteers, and any other identifying data that may expedite the processing of their request. ***Purpose:*** It is used to maintain an inventory of volunteers, and to monitor and control volunteers' activities and achievements. No data matching occurs. ***Retention and Disposal Standards:*** Retained for ten years. Historical records are transferred to the National Archives of Canada. ***Bank Number:*** CSC PPU 090

■ Banks containing information on offenders and on members of the public:

Claims

Description: This bank contains records on claims by and against the Crown, and debt due to and against the Crown, including the nature of the claim and settlement transactions which may result. ***Class of Individuals:*** Individuals who are or have been incarcerated in a federal institution. ***Note:*** In addition to the requirements specified on the Personal Information Request Form, individuals requesting information concerning them in this bank must specify the institution and the approximate date, and any other identifying data that would help to expedite the processing of their request. ***Purpose:*** To document all claims involving the Crown and federal offenders. ***Consistent Uses:*** This bank is used to assess the validity of claims and to determine monetary settlements for compensation. ***Retention and Disposal Standards:*** Records are retained for two years if the claim is under $1,000., and six years if the claim is over $1,000. ***TBS Registration:*** 002675 ***Bank Number:*** CSC PPU 120

Preventive Security Records

Description: This bank contains records, such as incident reports, police intelligence reports, criminal profiles, modus operandi and any other data related to incidents. ***Class of Individuals:*** Records are maintained on offenders, staff and external groups who provide information on or are involved or implicated in incidents. ***Purpose:*** To prevent, reduce and control various incidents. These records are also used to assist in the classification, transfer and special handling of dangerous offenders. ***Consistent Uses:*** The information may also be shared with accredited domestic agencies in the administration or enforcement of the law and in the detection, prevention or suppression of crime generally. ***Retention and Disposal Standards:*** The records are retained until the offender reaches 70 years of age or until five years after the last warrant expiry date, whichever is longest. Historical records are transferred to the National Archives of Canada. ***Bank Number:*** CSC PPU 065

Visits and Correspondence

Description: This bank contains records and data on an offender's visits and correspondence, such as applications for participation in visiting programs, declaration of common-law union, and listing of visitors. ***Note:*** In addition to the requirements specified on the Personal Information Request Form, individuals requesting information concerning them in this bank must include the name, FPS number and place of incarceration of the inmate whom they wish to visit or correspond with, and any other identifying data that would help to expedite the processing of their request. ***Class of Individuals:*** Individuals who are or have been incarcerated in a federal institution. ***Purpose:*** To administer the offender's visits and correspondence privileges. ***Consistent Uses:*** To control the entrance of visitors or contraband into an institution. Information may be shared with victims or potential victims of offenders, private after-care agencies, other government institutions at all levels including foreign governments for the administration of matters such as transfers, employment, education, corrections, health care and social services; the information may also be shared with accredited domestic and foreign law-enforcement and investigative agencies, the NPB and provincial authorities in the administration or enforcement of the law and in the detection, prevention or suppression of crime generally. ***Retention and Disposal Standards:*** Records are retained until the offender reaches 70 years of age or until five years after the last warrant expiry date, whichever is longest. Historical records are transferred to the National Archives of Canada. ***TBS Registration:*** 001084 ***Bank Number:*** CSC PPU 080

Classes of Personal Information

Administrative Inquiries

This group is a class of records on incidents involving offenders, staff or members of the public regarding injury sustained while on institutional property, damage or loss of personal property or departmental property and other unusual incidents such as fires which might result in a claim against the Crown. Individuals seeking access to these records must provide the location and the approximate date the inquiries was held. This class of records is used to process claims for and against the Crown, to establish the nature and length of disabilities and to determine the need for establishing or revising internal operating procedures. Records are retained for ten years. Historical records are transferred to the National Archives of Canada.

Appreciation, Complaints, Inquiries

This group is a class of records generated by members of the public, or staff such as: letters of appreciation, complaints and general inquiries. The data contained in this class of records is only used for an administrative purpose in cases where a complaint or inquiry is acted upon. Individuals seeking access to these records must provide the approximate date that the letter of appreciation, complaint or inquiry was initiated. These records are retained for two years. Historical records are transferred to the National Archives of Canada.

Complaints and Criticisms

This group is a class of records on complaints or criticisms received from staff regarding conditions of employment, including those from the Human Rights Commission and the Anti-discrimination Branch of the Public Service Commission. Individuals seeking access to these records must provide the approximate date the complaint or criticism was lodged. This class of records is used to record information dealing with complaints or criticisms involving staff and to make specific decisions to resolve the matter. Records are retained for three years.

Correctional Investigator Inquiries Records

This group is a class of records on inquiries initiated by the Correctional Investigator. This class of records is used to analyze and make action recommendations resulting from these inquiries conducted by the Correctional Investigator. These records are retained for ten years. Historical records are transferred to the National Archives of Canada. Data matching occurs with the correctional investigator.

Disciplinary Court Hearings

This group is a class of records on disciplinary court hearings. For each session of disciplinary court, audio recordings are made which contain the transcripts of the hearings on offenders who have been charged while incarcerated in an institution. This class of records is used to make decisions on the discipline of offenders resulting from the disciplinary court and during the grievances process. Individuals seeking access to these records must provide the name of the institution in which they were charged and the date of the disciplinary hearing. It should be noted, however, that records may be obtained by the offender by sending a written request directly to the warden of the institution where the disciplinary hearing occurred. These records are retained for two years following the suspension of all actions relating to the disciplinary hearing. No data matching occurs.

Information Services – Inquiries

This group is a class of records on miscellaneous inquiries received from the public, outside organizations and other government departments on services performed by the Department. This class of records is used to respond to requests to interview employees and offenders from external sources such as the media and provincial organizations. Individuals seeking access to these records must provide the approximate date that the inquiry was initiated. These records are retained for two years. Historical records are transferred to the National Archives of Canada.

Institutional Security Threats

This group is a class of records on national and international groups, organizations and criminals. This class of records is used to provide background information on threats to institutional security and to provide reports on all security investigations to aid in preventing recurrences. Individuals seeking access to these records must provide the location and approximate date of the threat or investigation. These records are retained for ten years. Historical records are transferred to the National Archives of Canada. Data matching occurs with NPB, law enforcement agencies and provincial authorities.

Ministerial Inquiries

This group is a class of records on inquiries received from the public, outside organizations and other government departments on parliamentary matters, and material agendas and decisions of Cabinet. This class of records is used to prepare ministerial correspondence resulting from these inquiries. Individuals seeking access to these records must provide the subject matter, and approximate date the inquiry was initiated. Records are retained for five years. Historical records are transferred to the National Archives of Canada.

Research/Public Opinion Research

This is a class of records generated by research subjects, offenders or staff who participate in research, including public opinion research, on a vast spectrum of topics, conducted in the Correctional Service of Canada. Retrievable records consist of data gathering instruments such as, but not exclusively, questionnaires containing personal information that reveals the identification of the research subject. Data contained in this class of records are not used for administrative purposes. Individuals seeking access to these records must provide the title of the research project in which they participated, the location and date of the research, and any other data that may help to identify and locate the personal information they are seeking. No data matching occurs.

Security Inquiries

This group is a class of records on serious security incidents. For each incident, the report includes the inquiry terms of reference, facts gathered and recommendations. This class of records also encompasses police reports and intelligence assessments and is used to provide documentation to prevent recurrences of security incidents. Individuals seeking access to these records must provide the type of incident, the location and approximate date of the incident. These records are retained for ten years. Historical records are transferred to the National Archives of Canada. Data matching occurs with NPB, law enforcement agencies and provincial authorities.

Special Investigations

This group is a class of records on special investigations performed by the Audit and Investigations Sector on a wide variety of operational matters. The reports of the investigations include the terms of reference, facts gathered and recommendations. This class of records is used to resolve incidents involving offenders or employees and to correct, where required, methods of operation and internal procedures. Individuals seeking access to these records must provide the investigation, the location and approximate date it was initiated. Records are retained for five years. Historical records are transferred to the National Archives of Canada.

Manuals

- Case Management Manual
- Corcan Code Book
- CSC Directives
- CSC Guidelines
- Forms Catalogue
- Grievance Manual
- Inmate Pay Manual
- Medical and Health Care Services Manual

- Records Classification and Scheduling Plan
- Records Management Manual
- Sentence Administration Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Enquiries from the media or public for information about the organization of the Correctional Service of Canada, its policies and programs should be directed to:

Public Affairs Division
The Correctional Service of Canada
340 Laurier Avenue West
Ottawa, Ontario
K1A 0P9
(613) 992-8420

Atlantic Region

Correctional Service of Canada
Terminal Plaza, 2nd Floor
1222 Main Street
Moncton, New Brunswick
H1C 1H6

Quebec Region

Correctional Service of Canada
3 Place Laval, 2nd Floor
Laval, Quebec
H7N 1A2

Ontario Region

Correctional Service of Canada
440 King Street West
P.O. Box 1174
Kingston, Ontario
K7L 4Y8

Prairie Region

Correctional Service of Canada
2313 Hanselman Place
P.O. Box 9223
Saskatoon, Saskatchewan
S7K 3X5

Pacific Region

Correctional Service of Canada
32315 South Fraser Way
P.O. Box 4500
Abbotsford, British Columbia
V2T 4M8

A list of Correctional Services institutions, community correctional centres and parole offices is available from CSC headquarters or any of the regional offices listed above.

■ General Information on Data Matching

Data Matching – Data Sharing

Within the mandate of the Correctional Service of Canada (CSC) is the requirement to share data with other areas of the Criminal Justice Community, to ensure that offenders are appropriately managed in a safe, secure and humane environment, and to ensure the safety of the offender, other inmates, staff and the community at large. Also, in order to accomplish its mandate the Service needs the information provided by other agencies and therefore a match is conducted.

Data Matching with Law Enforcement Agencies

(Municipal, provincial, international, federal police forces or another law enforcement body).

Following an offender's sentence to a federal institution, CSC requests a Criminal record (history information from the Royal Canadian Mounted Police (RCMP)). This information is used to assess the impact of the offender's criminal behaviour and to alert staff to deal effectively with the offender. CSC also requests a police report from the arresting and/or investigating law enforcement body in order to have a full understanding of the events surrounding the offence.

When an offender is released to the community, there is a requirement to notify the RCMP and/or the local police force of the offender location and the terms and conditions of the release. If an offender violates conditions of release, or is considered to be a risk, CSC will issue a warrant for the apprehension of the offender. The warrant is transmitted to the local police and entered into the Canadian Police Information Centre (CPIC) system, and also the police are requested to locate and apprehend the offender.

Data Matching with the National Parole Board

CSC data is matched with the National Parole Board (NPB). With the implementation of the OMS (Offender Management System) there will be one integrated system to meet the demand of both agencies.

While it is CSC's responsibility to manage the offenders for the duration of their sentence, it is the NPB's responsibility to assess the offender's progress during incarceration, their risk to society, and their potential for successful reintegration into the community as law-abiding citizens. CSC information is shared with NPB pertaining to all aspects related to the offender prior to and during incarceration. Once NPB has assessed the information, and through a hearing process, makes their decision, CSC is notified. If the Board makes a decision to conditionally release an offender, it is CSC staff who are responsible for the supervision and control of the offender in the community and keeping NPB informed of the offenders' progresses.

Data Matching with Provincial Authorities

An offender who is sentenced to a period of incarceration of two years or more, will serve this sentence under the jurisdiction of CSC. Offenders sentenced to less than two years will serve their sentence under a provincial jurisdiction. However, the Service is doing the case preparation and supervision for some provinces who do not have a Parole Board.

Often an offender will have a history of provincial incarceration, further, prior to sentencing the offender could be held in a provincial institution or a remand centre. Information collected during any period of incarceration is deemed significant and sometimes crucial to the successful management of that offender. It is for these reasons that information is routinely shared and matched between CSC and provincial authorities which include also the Boards of Education and Hospitals.

Information is also requested from the sentencing judge and could also be requested from the Crown Attorney, from Provincial Parole and Probation Services. This information is used by CSC in the management of the offender and decision-making process.

Method of Data Matching/Sharing

In the preceding descriptions of CSC data matching/sharing, every effort is taken to ensure that the data matched/shared concerns the same individual. In order to validate that the different agencies are dealing with the same individuals, a number of personal identifiers are matched. These included Name, Sex, Date of Birth, Finger Print Series Number (FPS) and in some cases physical features.

CSC may conduct or assist others in conducting ad hoc data matching for the purpose of the enforcement of any law (i.e. Criminal Code).

Reading Room

In accordance with the Access to Information Act, an area on the premises of this institution has been designated as a public reading room. The address is:

340 Laurier Avenue West
Ottawa, Ontario

Reading rooms are also available at each of the regional headquarters mentioned above.

Defence Construction Canada

Chapter 37

General Information

Background

Defence Construction (1951) Limited is a Crown corporation as defined in Part VII of the Financial Administration Act and listed in Schedule III Part 1 to Schedule 2, to that Act. The company is the contracting and supervisory agency for the major military construction and maintenance projects required by the Department of National Defence. The company is also known as Defence Construction Canada. It reports to Parliament through the Minister of Public Works.

Responsibilities

The corporation is the contracting and supervisory agency for the major military construction and maintenance projects required by the Department of National Defence. Its principal functions are to obtain tenders, make recommendations on proposed awards, and to award and administer contracts.

Legislation

- Defence Production Act

Organization

■ Office of the President

The overall operations of the corporation are directed by the President.

■ Finance & Administration Division/Secretary-Treasurer's Division

This Division is answerable for all financial functions, for all administrative support functions, and for procuring legal advice as needed. The Division consists of several sub-sections including Accounting Services, Consultant Contract Services, Construction Contract Services (Tender Call, Technical Services and Plans Distribution), Data Processing Services, Administrative Services and Corporate Policy.

■ Operations Division

This Division is responsible for all Regional and the North American Air Defence Modernization Program operations consisting primarily of the administration and inspection of construction contracts as well as the management and administration of testing contracts for quality assurance of construction work. Regional Offices also arrange architectural and engineering contracts on behalf of the Department of National Defence for work within the regions.

■ Human Resources Division

This Division is responsible for the overall management of Human Resources.

Information Holdings

Program Records

Administration of Construction, Repairs and Maintenance Contracts

Description: Information on contracts for construction, maintenance and repairs. *Topics:* Request for contract from National Defence; tender forms and associated documents; contracts; change orders; progress claims; correspondence; shop drawing approvals; equivalent product certificates; completion and final payment forms. *Access:* Files arranged by location and type of project (construction or repairs and maintenance). *Program Record Number:* DCC OPR 005

Consultant Contracts

Description: Information on consultant contracts. *Topics:* Request for contract from National Defence; correspondence on contract negotiations; contracts; change orders; progress claims. *Program Record Number:* DCC OPR 010

Personal Information Banks

Construction, Repairs and Maintenance Contract Files

The purpose of this bank is to provide a complete record of all matters relating to the administration of each contract. Data contained in this bank includes requests for contracts from National Defence, tender form and associated documents, contracts, change orders, progress claims, correspondence, shop drawing approvals, equivalent product certificates, completion and final payment forms. This bank is used as a reference so that all transactions between the contractor and Defence Construction (1951) Limited are carried out in accordance with the terms of the contract. Access will be permitted with adequate proof of identification and/or authority and will be limited to contracts with unincorporated companies only. Records are retained for six years following completion of contract. *Bank Number:* DCC PPU 005

Consultant Contract Files

The purpose of this bank is to provide a complete record of all matters relating to the administration of each contract. Data contained in this bank include requests for contracts from National Defence,correspondence on contract negotiations, contracts, change orders, progress claims and other correspondence. This bank, which contains the contract documents, is used as reference so that all transactions between the consultant and Defence Construction (1951) Limited are carried out in accordance with the terms of the contract. Access will be permitted with adequate proof of identification and/or authority and will be limited to contracts with unincorporated companies only. Records are retained for six years following completion of contract. ***Bank Number:*** DCC PPU 010

Technical Information Files

The purpose of this bank is to retain information submitted by manufacturers and suppliers regarding their products. Technical data contained in this bank include brochures and pamphlets on manufactured products or equipment. This bank is used for internal reference purposes. Access will be permitted with adequate proof of identification and/or authority. ***Bank Number:*** DCC PPU 015

Manuals

- Defence Construction (1951) Limited Employees Guide
- Defence Construction (1951) Limited Administration and Procedures Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the corporation and its various programs and functions may be directed to:

Director of Human Resources
Defence Construction Canada
Sir Charles Tupper Building
A Wing, 3rd Floor
Riverside Drive
Ottawa, Ontario
K1A 0K3

(613) 998-9539

Reading Room

In accordance with the Access to Information Act, an area on the premises of this institution has been designated as a public reading room. The address is:

Plans Distribution Section,
Sir Charles Tupper Building,
A Wing, 3rd Floor,
Riverside Drive,
Ottawa, Ontario.

Please note: The next page is page 236 (pages 232 to 235 were deleted).

Department of Finance Canada

Chapter 38

General Information

Background

The Department of Finance was formed in 1867 and received legislative authority pursuant to section 14 of the Financial Administration Act.

Responsibilities

The Department is responsible for advice to the federal government on the economic and financial affairs of Canada. It oversees all government initiatives affecting the economy and monitors external factors that may have a bearing on domestic economic performance. The Department's most visible output is the federal budget. The Minister of Finance's budget speech reviews the government's accounts and presents fiscal projections for the coming years, including expenditures, revenues, tax changes and debt levels. In addition, the Minister is responsible for the management of the Consolidated Revenue Fund.

Legislation

- Bank Act, R.S.C., 1985, c. B-1
- Bank of Canada Act, R.S.C. 1985, c. B-2
- Bills of Exchange Act, R.S.C. 1985, c. B-4
- Bretton Woods & Related Agreements Act, R.S.C. 1985, c. B-7
- Canada Deposit Insurance Corporation Act, R.S.C. 1985, c. C-3
- Canada Mortgage and Housing Corporations Act, R.S.C. 1985, c. C-7
- Canada Pension Plan, R.S.C. 1985, c. C-8
- Canadian National Railways Refunding Act, S.C. 1955, c. 31
- Canadian Payments Association Act, S.C. 1980, c. 40
- Currency Act, R.S.C. 1985, c. C-52
- Customs Excise Offshore Application Act, S.C. 1984, c. 17
- Customs Tariff, R.S.C. 1985, c. C-54
- Diplomatic Service (Special) Superannuation Act, R.S.C. 1985, c. D-2
- Federal-Provincial Fiscal Arrangements and Federal Post Secondary Education and Health Contributions Act, R.S.C., 1985, c. F-8
- Financial Administration Act, R.S.C. 1985, c. F-11
- Garnishment Attachment and Pension Diversion Act, R.S.C. 1985, c. G-2
- Income Tax Conventions Interpretation Act, R.S.C. 1985, c. I-4
- Insurance Companies Canadian and British Act, R.S.C. 1985, c. I-12
- Insurance Companies Foreign Act, R.S.C. 1985, c. I-13
- Interest Act, R.S.C. 1985, c. I-15
- International Development (Financial Institutions) Assistance Act, R.S.C. 1985, c. I-18
- Investment Companies Act, R.S.C. 1985, c. I-22
- Loan Companies Act, R.S.C. 1985, c. L-12
- Members of Parliament Retiring Allowances Act, R.S.C. 1985, c. M-5
- Newfoundland Additional Finance Assistance Act, R.S.C. 1985, c. N-23
- Office of the Superintendent of Financial Institutions Act, S.C.1987, c. 23
- Pension Benefits Standards Act, R.S.C. 1985, c. P-7
- Prairie Grain Loans Act, S.C. 1960, c. 1
- Prince Edward Island Subsidy Act, R.S.C. 1985, c. P-26
- Provincial Subsidies Act, R.S.C. 1985, c. P-26
- Public Service Superannuation Act, R.S.C. 1985, c. P-36
- Quebec Savings Banks Act, R.S.C. 1985, c. B-4
- Residential Mortgage Financing Act, R.S.C. 1985, c. R-6
- Small Businesses Loans Act, R.S.C. 1985, c. S-11
- Special Import Measures Act, R.S.C. 1985, c. S-15
- Tariff Board Act, R.S.C. 1985, c. T-1
- Trust Companies Act, R.S.C. 1985, c. T-20
- Winding-up Act, R.S.C. 1985, c. W-11

Organization

■ Access to Information and Privacy Division

This division is responsible for administering the Access to Information Act and the Privacy Act for the Department. It processes requests submitted under the legislation, handles complaints lodged with the Information and Privacy Commissioners and responds to informal enquiries. The Division also provides advice and guidance to departmental officials on matters which concern the legislation.

Consultations and Communications Branch

This branch is responsible for maintaining a comprehensive communications and consultations program for the Department.

■ Consultations Division

Responsible for developing a long-term approach to the consultative process so that consultations with the private sector are a permanent feature of economic policy development.

■ Communications Policy and Strategy Division

Role is to research and write major ministerial speeches, prepare departmental communications plans and strategies for economic initiatives, and monitor and analyze media coverage of economic affairs.

Information Services and Media Relations Division

Prepares announcements and departmental publications. The Division also carries out media and public relations programs.

Visits and Conferences Division

Provides coordinating expertise and service for the Department in the areas of official conferences and meetings.

Fiscal Policy and Economic Analysis Branch

This branch analyzes and appraises all factors affecting Canada's economic and financial situation and recommends measures to meet the requirements of appropriate fiscal policies. It also analyzes and forecasts the financial requirements of the government of Canada.

Fiscal Policy Division

This division has primary responsibility for advising on fiscal policy and analyzing the financial requirements of the Government of Canada and for monitoring and analyzing the developing fiscal positions of other levels of government. It also has primary responsibility for analysis and advice on the government's fiscal framework and co-ordinating the department's advice to the Minister on overall spending priorities. The division plays a key role in the budgetary process, and is responsible for the preparation of the Fiscal Monitor, as well as several budgetary papers. In addition, the division reviews the form and content of the Public Accounts and other statements for which the Minister has responsibility under the Financial Administration Act.

Economic Studies and Policy Analysis Division

Undertakes research to assist in the development of policy initiatives.

Economic Analysis and Forecasting Division

This division has primary responsibility for monitoring and analyzing current Canadian economic conditions and the economic outlook and for the preparation of quaterly economic forecasts for the Canadian (national and provincial) and U.S. economies. It also prepares assessments of policy and other events on the Canadian economy. In addition, the division produces a number of publications including the Quaterly Economic Review and the U.S. Economic Monitor.

Computer and Analytic Services Division

The Computer and Analytic Services Division is responsible for the planning, management, implementation, operation an support for the Department of Finance FINNET electronic information processing network. The division is divided into two major groups: the Information Centre and the Technology Management Group.

Financial Sector Policy Branch

This branch provides policy analysis and advice with respect to the financial sector.

Financial Institutions Division

Develops and analyzes policies with respect to the regulatory framework applicable to federally regulated financial institutions. It also leads work on trade in financial services, anti-money laundering measures, federal/provincial harmonization of legislation, clearance and settlement systems, and analysis of developments with implications for Canadian institutions and markets.

Financial Markets Division

Provides policy analysis and recommendations with respect to the management of the federal government's borrowing program, the public debt and debt issues in both domestic and foreign markets, borrowings of and borrowing policy relating to Crown corporations, loan guarantees, analysis and policy advice on matters respecting the exchange rate, international reserves and balance of payments, and trends and developments in Canada's financial markets.

Financial Institutions Legislative Reform Task Force

Prepares legislation and regulations respecting the government's initiatives to reform the framework in which financial institutions operate in Canada.

Federal-Provincial Relations and Social Policy Branch

This branch is responsible for providing policy advice on federal-provincial fiscal arrangements and social policy programs.

Federal-Provincial Relations Division

Provides advice and develops, in consultation with the provinces, legislation respecting fiscal arrangements, including revenue sharing, conditional and unconditional transfers to provincial governments, and financial and tax harmonization.

Social Policy Division

Advises on the development of the federal government's social policies as well as on specific proposals in the major functional areas of labour market, income security and socio-economic programs.

Economic Development Policy Branch

The major role of this branch is to develop policies and programs for Canada's natural resources and other sectors such as industry, regional economic development, the environment and transportation.

Environment, Energy and Resource Policy Division

Examines and evaluates proposals made by other government departments on environment, energy and resource related policies including nuclear and hydro-electric energy, renewable energy, oil and gas, minerals, northern development, fisheries and environmental issues.

▪ Economic Development Division

Provides advice on program and policy formulation of other departments in the areas of industrial and service policy, business framework, regional development, transportation, communications, agriculture and forestry.

▪ Crown Corporations Directorate

It is co-managed by the Treasury Board Secretariat. It provides a focal point for the government's relations with Crown corporations by advising on the financial requirements of Crown corporations and their subsidiaries for the development of policy and legislation.

International Trade and Finance Branch

This branch has the responsibility for international trade, investment and economic and financial co-operation; the Canadian customs tariff and other legislation governing imports; the international monetary system, defence programs, international development assistance and export financing.

▪ International Economic Analysis Division

Provides analysis and policy advice on international economic policy coordination.

▪ International Economic Relations Division

Assists in the development of Canada's policies on international trade by monitoring and evaluating the international trading environment.

▪ International Finance and Development Division

Responsible for all aspects of international monetary and financial issues, as well as defence issues.

▪ Tariffs Division

Investigates and conducts economic assessments on proposals for amendments to the customs tariff and related matters.

Tax Policy Branch

This branch undertakes analysis of and makes recommendations on tax policy issues and prepares appropriate legislation for passage through Parliament. The branch evaluates selected tax incentives independently from line management responsible for these incentives.

▪ Tax Legislation Division

Provides advice on income tax related issues applicable to persons, corporate entities and tax-exempt entities.

▪ Personal Income Tax Division

Carries out economic and quantitative analysis of the personal income tax and other tax matters that have a bearing on the social policy objectives of the government.

▪ Sales Tax Division

Analyzes and develops federal sales and excise tax policy.

▪ Business Income Tax Division

Undertakes economic and quantitative analysis of tax policy issues in the areas of corporate, business and resource sector taxation.

Privatization Branch

The Privatization Branch plays a central role in the sale of federal Crown corporations and other corporate holdings that no longer require government ownership to fulfil a public policy role. The process itself is complex, requiring consideration of a broad spectrum of public policy, financial and employee concerns to ensure the longer term viability of the company in the private sector and fair treatment of the company's employees. The rigorous five stage process followed by the Branch consists of initial analysis, in-depth policy review, legislation, preparation for sale, an implementation of the sale. Following these steps ensures full consideration of all factors and allows for decisions to be taken at appropriate intervals.

Administration Branch

The role of this branch is to assist the Deputy Minister of Finance in the internal administration of their organizations and to provide financial, personnel, administrative and management advice to branches and divisions. The Branch consists of five divisions: Administrative Services, Financial Services, Personnel, Security Services and Systems.

Information Holdings

Program Records

Access to Information and Privacy Division

Information Collection Policy Administration

Description: Records relating to the administration of the Treasury Board policy on information collection and departmental procedures for administration of the policy. *Program Record Number:* FIN AIP 010

Information Collection Review Files

Description: Records on proposed departmental information collections, including collection notices, plans, notices of approval and registration and related correspondence. *Program Record Number:* FIN AIP 015

Consultations and Communications Branch

General Information on the Department of Finance

Description: General information on the Department of Finance, including publications and other public material produced for the Department and/or Minister of Finance; letters from individuals to the Minister of Finance and Minister of State (Finance). *Topics:* Economic policy; federal budgets; publications; speeches. ***Program Record Number:*** FIN CAC 030

Fiscal Policy and Economic Analysis Branch

■ Fiscal Policy Division

Provincial and Local Government Forecasting and Analysis Section
Description: Information on the ongoing fiscal situation and prospects of the provinces and their local governments. *Topics:* Federal transfers to provinces; fiscal forecasts; inter-governmental fiscal relations; provincial and local fiscal situation and outlook. ***Program Record Number:*** FIN FPD 060

Revenue Analysis and Forecasting Section
Description: Information on federal government revenue planning the forecasting of the government's revenues, and the fiscal implications of the federal budget. *Topics:* Budgets; revenues and taxes. ***Program Record Number:*** FIN FPD 057

Structural Analysis Section – Expenditure Analysis and Forecasting Section
Description: Information on federal government expenditure planning, the forecasting of the government's expenditure framework, the fiscal implications of the federal budget and the government's main estimates drawn up in conjunction with the Treasury Board of Canada. *Topics:* Budgets; expenditures and estimates; fiscal forecasts; revenues and taxes. ***Program Record Number:*** FIN FPD 055

■ Economic Analysis Division

Government Sector Analysis Section
Description: Information on economic impact studies of potential fiscal measures and the preparation of macroeconomic policy recommendations in a medium-term context. *Topics:* Fiscal policy; policy simulation; cyclically adjusted budget balances; government expenditure pressures; international fiscal comparisons; econometric models; macroeconomic theory and policy. ***Program Record Number:*** FIN EAD 065

■ Economic Studies and Policy Analysis Division

Economic Studies and Policy Analysis
Description: General information on the work of the Division: conducts applied research on structural and macroeconomic and government sector issues. *Topics:* The North American Free Trade Agreement; multilateral trade negotiations; economies of agricultural policies; business subsidies; regional disparities; demographic changes; economies of environment; tax reform; labour market adjustment; competitiveness; productivity; general equilibrium models (GET0; intermod; OECD EPC/WP1; OECD structural surveillance. ***Program Record Number:*** FIN EAD 100

■ Economic Analysis and Forecasting Division

Business Sector Analysis Section
Description: Information and analysis of past and present economic conditions in the business sector in Canada. *Topics:* business investment; wages and prices; national accounts; business cycles; financial positions of business. ***Program Record Number:*** FIN EAD 127

Canadian Forecast Section
Description: Information on short – and medium – term forecasts for the Canadian economy. *Topics:* forecasts, forecast comparisons, IMF, OECD. ***Program Record Number:*** FIN EAD 133

Economic Analysis
Description: General information on analyses of past, present and future economic conditions in Canada. *Topics:* Canadian Economy – Reports, Tax Reform: Conferences, Meetings And Seminars; Economic Analysis – Economic Bulletins; Economic Forecasting – Foreign Economy; Organization for Economic Cooperation and Development (OECD); Regional and Sectoral Analysis; United States Economic Delelopment. ***Program Record Number:*** FIN EAD 110

Economic Forecasting
Description: Information on the forecasting of the short-and-medium-term quarterly performance of the Canadian, US and other G-7 economies. *Topics:* Canadian Economy – Reports; Conferences, Meetings and Seminars; Economic Analysis – Economic Bulletins; Economic Forecasting – G-7 economies; Organization for Economic Cooperation and Development (OECD); International Monetary Fund (IMF); Regional and Sectoral Analysis; United States Economic Development. ***Program Record Number:*** FIN EAD 130

Household Sector Analysis
Description: Information and analysis of past and present economic conditions in the household sector in Canada. *Topics:* personal expenditures; consumer confidence; household financial positions; housing; labour markets; labour market policies; leading indicators. ***Program Record Number:*** FIN EAD 123

Macro and Policy Analysis Section
Description: Conduct research studies on macroeconomic issues and policies. *Topics:* Channels by which shocks can have persistent impacts on an economy; models of hysteresis in trade, labour markets and output; measuring structural change in the Canadian Economy; measuring adaptation in the Canadian Economy; real cost of funds in Canada; dynamic model of savings and investment flows; growth models; INTERMOD model of G-7 economies; competitiveness and productivity issues. ***Program Record Number:*** FIN EAD 137

Policy Analysis and Model Development

Description: Information on macroeconomic model development and analysis of policy measures. *Topics:* Econometric modelling; consumption models; investment models; inventory models; trade models; balance of payment models; exchange rate models; expectations models; comparative models; analysis of possible policy changes. *Program Record Number:* FIN EAD 135

Regional and Sectoral Analysis

Description: Information on studies and analyses of past, present and future developments in specific sectors of the national economy and in provinces or regions of Canada. *Topics:* Regional and sectoral analysis; provinces, regions, industries and sectors; labour market developments. *Program Record Number:* FIN EAD 125

Structural Analysis Section

Description: Conduct research studies on structural and sectoral problems. *Topics:* Economic effects of North American free trade and multilateral trade liberalization; industrial subsidies; economies of scale; government support programs for agriculture; regional disparities; general equilibrium models; tax incidence; automotive trade policy; lumber industry; interprovincial trade barriers; structural adjustment. *Program Record Number:* FIN EAD 136

Trade and Macroeconomic Studies Section

Description: Information and analysis of macroeconomic issue and policies. *Topics:* Economic growth; unemployment; productivity; investment and saving; competitiveness; balance of payments; merchandise trade; international capital flows; monetary conditions; exchange rates; interest rates; monetary and credit aggregates; monetary policy; inflation; business cycles. *Program Record Number:* FIN EAD 120

United States Economic Analysis Forecasting Section

Description: Information on economic developments in the United States and other G-7 economies and their likely impact on Canadian trade and other important economic variables. *Topics:* Econometric models; private sector forecasts; business cycle analyses; model simulations and forecasts of trade and economic conditions in the United States and other G-7 economies. *Program Record Number:* FIN EAD 115

■ Computer and Analytic Services Division

Information Centre

Description: Planning, management and support for FINNET use services. *Topics:* Office automation systems; Integrated information processing systems; Development of economic, fiscal and financial application systems; Support economic and financial databases (e.g. CANSIM, OECD, IMF); Operation of FINNET Help Desk; Executive Information System (EIS); FINNET Training Programs; User Liaison; Strategic Information Systems Plan. *Program Record Number:* FIN CAD 140

Techonology Management Group

Description: Planning, management and support for FINNET technology components. *Topics:* Computer Centre management and operation; Mainframe computer systems; Local Area Network (LAN) management and operation; Microcomputers software and hardware support; Computer security; Technology assessments; Telecommuting; Contingency planning; Systems architecture and standards; Cabling system; Data communications systems; Systems programming. *Program Record Number:* FIN CAD 143

Financial Sector Policy Branch

■ Financial Markets Division

Balance of Payments

Description: Information on Canada's balance of payments. *Topics:* Reports; policies; capital flows, forecasts; United States. *Program Record Number:* FIN FMD 180

Bank of Canada

Description: Information on the administration, policies and programs of the Bank of Canada. *Topics:* Currency; director and officer appointments; financial matters; returns to the Minister of Finance. *Program Record Number:* FIN FMD 155

Bonds and Securities

Description: Information on the development of policies on the issue and cancellation of Government of Canada bonds and treasury bills. *Topics:* Bonds; cancellation of securities; Government of Canada bonds; perpetual bonds 3% – 1936; securities deposit matters; treasury bills; wartime loans and bonds. *Access:* Information on specific Government of Canada bonds is filed by date of issue. *Program Record Number:* FIN FMD 165

Canada Savings Bonds

Description: General information on the development of policies on the sale and redemption of Canada Savings Bonds and specific issues related to Canada Savings Bonds. *Topics:* Advertising; series; legal matters and claims. *Program Record Number:* FIN FMD 170

Capital Markets

Description: General information on the federal government's involvement in capital markets. *Topics:* Capital markets; financial markets – money, bond and equity. *Program Record Number:* FIN FMD 145

Financial Developments

Description: General information on financial developments in Canada. *Topics:* Financial markets – Canada; interest rates – analysis and forecasts. *Program Record Number:* FIN FMD 190

Financial Modelling

Description: Subject headings related to the various aspects of financial modelling and policy analysis on the economies of Canada and the United States. In particular, these include data and material on macro policies, domestic and international financial flows, and financial models and forecasts for the two economies. *Topics:* Interest rates; money demand; general research. ***Program Record Number:*** FIN FMD 195

Financing Abroad

Description: Information on the borrowing of money in other countries by the federal, provincial and municipal governments and by Canadian corporations. *Topics:* Government financing in Japan, the United States, Germany, and Switzerland; provincial, municipal and corporate direct and guaranteed financing bond issues – domestic and foreign. ***Program Record Number:*** FIN FMD 175

Official International Reserves and Exchange Rates

Description: Information on official reserves, the external value of the Canadian dollar and associated policies. *Topics:* The Currency Act; Official International Reserves; Exchange Fund Account; gold; Canadian dollar – analysis reports; international financial and exchange markets. ***Program Record Number:*** FIN FMD 185

■ Financial Institution Division

Financial Institutions

Description: General information on Canadian financial institutions such as banks, investment companies, trust and loan companies and insurance companies, as well as the development of policies and the revision of Acts relating to financial institutions, general information on the structure and operation of financial services industry and related statutes, general information on foreign access to domestic financial makets and Canada participation in international trade negociations relating to financial services. *Topics:* Acts and Legislation; Financial Sector Reform – Submissions; Financial Markets; International – OECD, Trade in Financial Services; Policy – Non-Financial Reform, Financial Reform, Business, Powers and Investments, Consumer Issues, Corporate Governance, Ownership, Prudential Issues; Regulations Approvals and Interventions; Capital requirements; Relations – Associations, Companies and Organisations, Departments and Agencies, Federal-Provincial, Foreign Countries; mortgage insurance; mortgage-backed securities; Securities; Taxation; Troubled Institutions; Proceeds of Crime Act; North American Free Trade Negotiations; EC 1992. ***Program Record Number:*** FIN FID 150

Federal-Provincial Relations and Social Policy Branch

■ Federal-Provincial Relations Division

Conferences, Committees and Meetings

Description: Information, such as agendas, briefing material, background papers, summary notes of discussions and statements on conferences, committees and meetings pertaining to federal-provincial relations. *Topics:* Continuing Committee on Fiscal and Economic Matters; Continuing Committee subcommittees – economic and financial data, income tax allocation formula, inter-governmental taxation, equalization, fiscal arrangements; First Ministers; health; interprovincial; ministers of finance and provincial treasurers; welfare. ***Program Record Number:*** FIN FPR 235

Education

Description: Information on federal-provincial shared-cost programs for post-secondary education. *Topics:* Post-secondary – associations, financial assistance and grants, fiscal transfers, studies; student aid. ***Program Record Number:*** FIN FPR 220

Equalization

Description: Information on the development and implementation of formulae for the equalization of provincial revenues. *Topics:* Formulae (1967-72); Formulae (1972-77); Formulae (1977-82); Atlantic Provinces Adjustment Grants. ***Program Record Number:*** FIN FPR 210

Established Programs

Description: Information on certain aspects of established programs such as Quebec Youth Allowances, contracting-out and others. Information on the main components of these programs, namely medical, hospital insurance and post-secondary education, is to be found under other classes. *Topics:* Quebec; financing. ***Program Record Number:*** FIN FPR 215

Federal-Municipal Relations

Description: Information on relations between the federal government and municipal authorities. *Topics:* Grants in lieu of real estate taxes; National Capital Region; Municipal Development and Loan Board; Municipal Improvement Assistance. ***Program Record Number:*** FIN FPR 245

Federal-Provincial Relations

Description: General information on federal-provincial relations and topics not covered in specific program records. *Topics:* Royal Canadian Mounted Police; provincial revenue stabilization; official languages; the Constitution of Canada – committees; inter-governmental liaison for fiscal and economic matters; national unity; implementation of the multicultural policy; Subcommittee on Joint Programs; conditional grants and shared costs programs; expenditure reductions of 1978; Halifax Relief Commission; Northwest Territories and Yukon – financial matters; offshore mineral rights; miscellaneous provincial matters; succession duties and gift tax. ***Program Record Number:*** FIN FPR 200

Fiscal Arrangements

Description: Information on the development leading up to fiscal arrangements for programs such as revenue guarantee, tax rental agreements, equalization, established program financing and tax collection agreements between the federal and provincial governments; the fiscal arrangements and the tax collection agreements themselves; and the subsequent administrative duties. *Topics:* The 1947 Tax Rental Agreements; 1952 Tax Rental Agreements; 1957 Tax Sharing Agreements; 1962 Equalization and Tax

Collection Agreements; revenue guarantees; 1967 Equalization and Tax Collection Agreements; 1972 Equalization and Tax Collection Agreements; 1977 Equalization and Tax Collection Agreements and Established Program Financing arrangements; 1982 Equalization and Tax Collection Agreements and Established Program Financing arrangements. ***Program Record Number:*** FIN FPR 205

Inter-governmental Taxation

Description: Information on the taxation of one level of government by another and the payments of grants in lieu of taxes. ***Topics:*** Reciprocal taxation agreements with provinces regarding commodity taxes and motor vehicle registration fees; conferences, committees, meetings, and correspondence. ***Program Record Number:*** FIN FPR 285

Regional Allocation

Description: Information on the allocation of funds for certain projects in various regions of Canada, including proposals for federal-municipal equalization and contributions under such programs as the Community Services Contributions Program. ***Topics:*** Public finance. ***Program Record Number:*** FIN FPR 270

Taxation

Description: Information on federal-provincial taxation issues, including mechanisms by which the federal government pays its portion of provincial taxes. ***Topics:*** Corporate income tax; oil and gas; sales tax; federal income tax initiatives; reports. ***Program Record Number:*** FIN FPR 280

Unconditional Grants and Transfers

Description: Information on grants and transfers of funds without conditions from the federal to the provincial governments. ***Topics:*** Confederation debt payments; Public Utilities Income Tax Transfer Act. ***Program Record Number:*** FIN FPR 230

■ Social Policy Division

Income Security

Description: Information on the development of policies relating to income security programs. ***Topics:*** Canada Assistance Plan (CAP); child benefits; elderly benefits; government annuities programs; pensions – Canada Pension Plan (CPP) – benefits, financing, Pension Benefits Standards Act (PBSA), public service pension; Task Force on Retirement Income Policy, tax issues; Tax Transfer Integration Task Force; veterans. ***Program Record Number:*** FIN SPD 296

Labour Markets

Description: Information on policies and programs relating to the labour market. ***Topics:*** Canada Employment and Immigration Commission – immigration, job creation and training programs, unemployment insurance program, financing, Department of Labour; industrial relations; labour adjustment; labour costs; status of women; youth program. ***Program Record Number:*** FIN SPD 301

Social Policy

Description: General information on the development of social policies. ***Topics:*** General social research and policy. ***Program Record Number:*** FIN SPD 290

Socio-economic Development

Description: Information on the development of policies relating to socio-economic programs. ***Topics:*** Communications and culture; disability; education – post-secondary education, students; environment; granting councils; health – Health and Welfare Canada; housing – Canada Mortgage and Housing Corporation, corporate finance, mortgage insurance, mortgage market, programs; justice – acts and regulations; multiculturalism; native programs and activities – claims and master agreements, financial; official languages; Solicitor General; Secretary of State; sports/fitness. ***Program Record Number:*** FIN SPD 306

Economic Development Policy Branch

■ Environment, Energy and Resource Policy Division

Efficiency and Alternative Energy

Description: Information on policy initiatives in the field energy efficiency and alternative energy. ***Topics:*** Electric power pricing; energy efficiency initiatives; Green Plan implementation in energy sector. ***Program Record Number:*** FIN ERP 400

Electrical Power

Description: Information on the development of policies on hydro-electrical power, electricity trade and specific projects. ***Topics:*** Lower Churchill Development Corporation; projects. ***Program Record Number:*** FIN ERP 390

Energy Resources Policy

Description: General information of the energy and resources policies of Canada and other countries. ***Topics:*** Canada/United States relations; conferences, committees and meetings; relations with provinces; research and technology. ***Program Record Number:*** FIN ERP 425

Environment

Description: General information on the environment, including implementation of the Green Plan; all forms of air, industrial and water polllution; international relations; tax and fiscal issues; designation and administration of national parks and historic sites; water as a Canadian resource; international negotiations and agreements; and specific projects, committees and studies dealing with water management in all regions of Canada. ***Topics:*** Environment Canada – committees; historic sites; national parks; industrial pollution; research programs; water – international, International Joint Commission, pollution, national, regional, Prairies. International relations; tax and fiscal issues. ***Program Record Number:*** FIN ERP 405

Fisheries and Oceans

Description: General information on the harvesting and processing of fish and seafood, including reviews, associations, crown investments, federal-provincial relations, international relations, legislation, regulations, and subsidy and support programs as well as information on ocean issues. *Topics:* General series; Department of Fisheries and Oceans; oceans; policy and programs – Atlantic; policy and programs – Pacific; regulations; relations; resources and industry; subsidy and support programs; tax and fiscal policy issues. ***Program Record Number:*** FIN ERP 495

Minerals

Description: General information on mining and the production and marketing of minerals, including reviews, associations, missions to other countries, federal and provincial legislation, specific minerals. *Topics:* Legislation; commodities; companies; policy review; task forces; production and sales; fiscal tax issues. ***Program Record Number:*** FIN ERP 410

Northern Development

Description: General information on various aspects of development in the Northwest and Yukon Territories related to natural resource development, including energy accords. *Topics:* Advisory Committee; Inuit and Indians; financial support; resources; land claims issues; minerals; oil and gas; senior policy committee on northern resources development projects. ***Program Record Number:*** FIN ERP 415

Nuclear Power

Description: General information on electrical power generated by nuclear means: includes the Atomic Energy Control Act and Board, liability in case of accidents, building of nuclear reactors in Canada, sale of nuclear reactors and heavy water plants to foreign countries, production and sale of heavy water in Canada. *Topics:* Domestic projects; liability; non-proliferation and safeguards; heavy water; plants; foreign relations; research and development programs. ***Program Record Number:*** FIN ERP 395

Oil and Gas

Description: Information on oil and gas policy, including initiatives and legislation, federal-provincial negotiations, particular energy projects (e.g., tar sands plants, Hibernia, Upgraders, pipelines) and proceedings of intergovernmental and interdepartmental committees. *Topics:* Natural gas; Canada lands; exports; heavy oil and tar sands; imports; industry; legislation; sector and policy; taxation issues; pipelines; gas. ***Program Record Number:*** FIN ERP 420

■ Economic Development Division

Agriculture

Description: General information on the development of agricultural policies in Canada and the allocation of federal financial resources through certain programs. *Topics:* Dairy industry; financial situation of farms; federal-provincial and regional issues; general farm lobbies; grains and oilseeds – Canadian Wheat Board, Western Grain Stabilization Act; horticulture and special crops; international issues; marketing; poultry and eggs; red meat; resource base issues; spending levels and budget cuts; stabilization and support; food policy. ***Program Record Number:*** FIN EDD 480

Corporate Analysis

Description: Information on issues affecting the corporate sector and industrial corporations in Canada, including institutional issues and policies, and economic and financial issues. *Topics:* Economic issues; financial issues; industrial corporations. ***Program Record Number:*** FIN EDD 520

Economic Development

Description: General information on the development of sectors of the economy. *Topics:* Board of Economic Development Ministers; computer communications; economic councils; regulatory policies; forestry – industrial development, forest products. ***Program Record Number:*** FIN EDD 430

Industrial Development

Description: Information on government policies and programs to promote industrial development and related issues, including government procurement of goods and services. *Topics:* Companies; government procurement; major projects; programs; sectors – aerospace (Canadair, deHavilland Aircraft of Canada Limited), automotive, shipbuilding; small business; technological innovation. ***Program Record Number:*** FIN EDD 435

Policy and Coordination

Description: General information on policy development and financial resource management issues related to the operations of the Cabinet Committee on Economic and Regional Development (CCERD). *Topics:* Cabinet Committee on Economic and Regional Development; economic and regional development envelope. ***Program Record Number:*** FIN EDD 432

Regional Development

Description: Information on policies and programs to promote the development of the economies of Canada's regions, and on issues related to such measures. *Topics:* Economic and regional development and general development agreements; programs; regions – Atlantic (New Brunswick, Newfoundland, Nova Scotia, Prince Edward Island), Northern, Ontario, Quebec, Western (Alberta, British Columbia, Manitoba, Saskatchewan). ***Program Record Number:*** FIN EDD 450

Science and Technology

Description: Information on the development of policies on scientific and technological innovation activities in Canada and the federal government's programs for encouraging these activities. *Topics:* Granting councils and related programs; space program; technological innovation and related programs. ***Program Record Number:*** FIN EDD 460

Telecommunications

Description: Information on the development of policies on telecommunications, including radio and television, cablevision, licences, satellites and cellular phone services. *Topics:* Industry, radio and television; regulations and services; satellites. *Program Record Number:* FIN EDD 465

Transportation

Description: Information on the development of policies on air, surface and marine transportation systems in Canada. *Topics:* Air mode – airports; National Transportation Agency; civil aviation; harbours and ports; highways and roads; highways and bridges; marine mode; motor vehicle; rail mode; shipping; urban. *Program Record Number:* FIN EDD 470

■ Crown Corporations Directorate

Crown Corporations and Agencies

Description: Information on the general administration, organization, programs, projects and financial management (budgets, estimates, financing of Crown corporations and agencies). *Topics:* Estimates; meetings; programs; administration – corporate plans, capital and operating budgets, annual reports, quarterly reports to Parliament. *Program Record Number:* FIN CCD 535

International Trade and Finance Branch

■ International Economic Relations Division

Agreements

Description: Information on the negotiations and the development of policies on international agreements between Canada and other countries, and between other countries. *Topics:* Automotive agreement; cultural, defence, space research, air, shipping and miscellaneous agreements with other countries; miscellaneous agreements between other countries. *Program Record Number:* FIN IER 565

Anti-Dumping

Description: Information on anti-dumping actions taken, including statements of reasons and decisions. *Topics:* Canadian – commodities, cases other than steel, cases steel; international – European Economic Community (EEC), United States of America (USA). *Program Record Number:* FIN IER 551

Canada-United States – Oil and Gas

Description: Information on the development of policies on the importation and exportation of oil and gas between Canada and the United States. *Topics:* Petroleum leasing; mandatory oil import; West Coast Environmental Protection Agreement; strategic oil storage; Pipeline Treaty. *Program Record Number:* FIN IER 580

Canada-United States – Trade

Description: Information on the development and implementation of policies affecting trade relations between Canada and the United States. *Topics:* Anti-trust and business acquisition; chapter 18 Mexico Trade Negotiations; chapter 19 panel; contingency protection; customs and tariffs; sectoral matters – agriculture, automotive and aerospace, energy and the environment; mining and metals. *Program Record Number:* FIN IER 553

Canadian and Foreign Countries Trade

Description: General information and reports on trade relations with foreign countries, including information on the negotiation and content of trade agreements. *Topics:* Anti-trust and business acquisition; chapter 19 panel; contingency protection; customs and tariffs; sectoral matters – agriculture, automotive and aerospace, energy and the environment; mining and metals *Program Record Number:* FIN IER 552

European Economic Communities

Description: Information on the development and implementation of trade policies affecting trade relations between Canada and the EEC. *Topics:* Agriculture policy; external economic relations; policies; tariff and trade issues; 1992 foreign countries – response – Canada, non-EEC countries. *Program Record Number:* FIN IER 554

Foreign Ownership and Control in the Canadian Economy

Description: Information on the extent of foreign ownership and control in sectors of the Canadian economy and the development of policies in this area. *Topics:* Foreign ownership and control of the Canadian economy – industries; international policies. *Program Record Number:* FIN IER 555

General Agreement on Tariffs and Trade (GATT)

Description: Information on the development of policies, negotiations, decisions, reports, meetings on the General Agreement on Tariffs and Trade (GATT). *Topics:* Articles of Agreement; GATT and United Nations Conference on Trade and Development (UNCTAD) Centre; administration; committees and conferences; Kennedy Round – 1963; Tokyo Round of Multilateral Trade Negotiations – 1973; Multilateral Trade Negotiations II (Uruguay). *Program Record Number:* FIN IER 570

International Economic Relations

Description: Information on the conduct and formulation of specific trade policies. *Topics:* Agreements – automotive agreement, relations with other countries; Canadian customs and tariffs; Canadian International Trade Tribunal (CITT) – references/studies; commodities – textile – footwear, foreign countries; conferences, committees and meetings – bilateral trade and economic committee; countervailing duties – Canadian, international, United States; economic sanctions; emergency surtaxes; generalized system of preferences – foreign countries; international commodity group; Investment Canada – foreign direct investment, countries, review process; relations with External Affairs; Special Import Measures Act; visits and tours. *Program Record Number:* FIN IER 550

International Energy Matters

Description: Information on the development of policies on international relations, projects and organizations dealing with energy. *Topics:* International energy conferences; International Energy Agency (IEA); Organization of Petroleum Exporting Countries (OPEC). *Program Record Number:* FIN IER 585

International Organizations

Description: Information on the administration, operations and policies of international organizations dealing with international economic relations. *Topics:* United Nations Commission on International Trade Law; European Communities; Eurotom; European Free Trade Area; European Coal and Steel Community; European Economic Community; common markets; free trade areas; Community of Three; North Atlantic Free Trade Area; Organization for Economic Co-operation and Development (OECD) – administrative matters, financial matters, Financial Support Fund, general policy matters, committees and agencies; North Atlantic Treaty Organization (NATO) – agreements, conferences and meetings, committees, defence expenditures, international competitive bidding, Group of Fourteen, financing, civil and military budgets, International Board of Auditors. *Program Record Number:* FIN IER 560

International Trade

Description: General information on the conduct of trade between Canada and other countries. *Topics:* Trade of other countries; trade reports on other countries; trade with other countries; trade with individual countries. *Program Record Number:* FIN IER 575

Organization for Economic Cooperation and Development (OECD)

Description: Information on the activities of the OECD, including reports, analysis and positions of Canada and of the parties with respect to activities of specific committees. *Topics:* Conferences, committees and meetings – agriculture committee, economic and development review, economic policy committee, trade committee. *Program Record Number:* FIN IER 556

Other Import Measures

Description: Other information on the importation of goods into Canada, including information on the preferential treatment accorded to some countries, specific commodities, customs tariffs and duties and the government agencies which administer these tariffs and duties. *Topics:* International Commodity Group; Canadian customs; Canadian customs tariff; tariff board; generalized system of preferences – country files. *Program Record Number:* FIN IER 595

Special Import Measures

Description: Information on the importation of goods at less than their market value, or which may cause serious injury to domestic procedures. *Topics:* International anti-dumping; international countervailing duties; Special Import Measures Act; emergency surtaxes; Canadian International Trade Tribunal; commodities; Canadian countervailing duties; low-cost imports; quota consultations; commodities – textiles, by country. *Program Record Number:* FIN IER 590

■ International Finance and Development Division

British Commonwealth Relations

Description: Information on the administration, programs and policies of the British Commonwealth and its organizations and the Canadian government's position on these policies and programs. *Topics:* Commonwealth; committees; developmental assistance; Commonwealth Fund for Technical Co-operation; meetings and conferences of Commonwealth officials; meetings – heads of government, ministers, finance, food production and rural development, trade and economic; Commonwealth organizations; Commonwealth Secretariat – administration, committees, education, education liaison, finance; Commonwealth Telecommunications Council – world development. *Program Record Number:* FIN IFD 630

Canadian Development Assistance

Description: General information on the financial programs and other developmental assistance given to foreign countries by Canada and the federal government agencies that administer these programs. *Topics:* Bilateral and multilateral allocations; Canadian International Development Agency (CIDA); Canadian International Development Board; committees; conferences and meetings; energy crisis and aid; financing; private sector; reviews. *Program Record Number:* FIN IFD 620

Canadian Development Assistance Programs

Description: Information on the Canadian government's programs of developmental assistance to specific foreign countries. *Topics:* Africa – Commonwealth, francophone; Caribbean; export market development; Latin America; Middle East; South and Southeast Asia – Association of Southeast Asian Nations – India – Pakistan, projects. *Program Record Number:* FIN IFD 625

Defence Programs

Description: Information on the Canadian government's defence policies and programs. *Topics:* Defence budget and funding arrangements; defence budget and funding practices in other countries; defence agreements with other countries; procurement; international competitive bidding; North Atlantic Treaty Organization (NATO) – agreements, conferences and meetings, committees, defence expenditures, Group of Fourteen, financing, civil and military budgets. *Program Record Number:* FIN IFD 618

Economic, Political and Statistical Reports

Description: Information on international economic and other activity, and miscellaneous financial information. *Topics:* Japan; United Kingdom; United States; statistical information; other countries. *Program Record Number:* FIN IFD 610

Export Finance Programs

Description: Information on the administration, policies and programs of the Export Development Corporation, set up by the federal government to facilitate and develop trade between Canada and other countries. *Topics:*

Export Development Corporation; board of directors; committee of directors; countries; long-term export financing and financing projects; insurance and investment; Nuclear Power Projects Committee; postwar loans and guarantees – countries, China; practices of other export credit institutions. ***Program Record Number:*** FIN IFD 635

Francophone Relations

Description: Information on meetings held inside and outside Canada. ***Topics:*** Meetings. ***Program Record Number:*** FIN IFD 633

International Economic and Financial Relations

Description: General information on international economic and financial relations, including conferences and meetings. ***Topics:*** Financial relations with other countries. ***Program Record Number:*** FIN IFD 605

International Financial Institutions

Description: General information on the administration, policies and programs of international financial institutions and the Canadian government's position on their policies and programs. ***Topics:*** International Centre for Settlement of Investment Disputes (ICSID); multilateral projects. ***Program Record Number:*** FIN IFD 640

International Financial Institutions – Individual Institutions

Description: Information on the administration, policies and programs of individual institutions and the Canadian government's position on these policies and programs. ***Topics:*** African Development Bank (AFDB); African Development Fund (AFDF); Asian Development Bank (ASDB); Asian Development Fund (ASDF); Caribbean Development Bank (CDB); European Bank for Reconstruction and Development (EBRD); Inter-American Development Bank (IDB); International Bank for Reconstruction and Development (IBRD); International Development Association (IDA); International Finance Corporation (IFC). ***Program Record Number:*** FIN IFD 645

International Monetary Fund (IMF)

Description: Information on the administration, operation and policies of the International Monetary Fund and Canada's participation in it. ***Topics:*** Bretton Woods Institutions – annual meetings; policy; administration; directors; financial operations (including the Enhanced Structural Adjustment Facility); facilities of the IMF; gold; quotas; special drawing rights; interim committee; Group of Ten; international liquidity; publications and reports; relations with Canada and other countries. ***Program Record Number:*** FIN IFD 600

International Organizations

Description: Information on the policies, programs and reports on the activities of international organizations and the Canadian government's position on their policies, programs and reports. ***Topics:*** International satellite communications; Organization of American States (OAS) – conferences and meetings. ***Program Record Number:*** FIN IFD 650

International Programs

Description: General information on programs and events in other countries. ***Topics:*** Allocation strategy – multi-lateral debt rescheduling; Paris Club. ***Program Record Number:*** FIN IFD 615

Military Assistance

Description: Information on the development of policies on the provision of military assistance, including training and material, to foreign countries and the administration of programs to provide this assistance. ***Topics:*** Programs. ***Program Record Number:*** FIN IFD 655

Multilateral Coordination of Aid and Financing

Description: Information on international programs and projects to furnish financial and other help to countries to develop their industries and resources. ***Topics:*** Development assistance programs – inter-governmental groups, United States of America; Organization for Economic Co-operation and Development (OECD) – Development Assistance Committee (DAC), Development Centre, meetings, private flow, programs, working parties and groups, Export Credits and Credit Guarantees (ECCGs), documents; OECD export credit arrangement. ***Program Record Number:*** FIN IFD 660

United Nations

Description: Information on the administration, policies and programs of the United Nations and the Canadian government's position on these policies and programs. ***Topics:*** Economic Commissions – Europe, committees; United Nations General Assembly committees – ad hoc, economic and social, Fifth Administrative and Budgetary – sessions; United Nations High Commissioner for Refugees (UNHCR); International Economic Order; Law of the Sea and Ocean Dumping Convention; peacekeeping operations; programs; United Nations Secretariat; Security Council; specialized agencies; financial operations. ***Program Record Number:*** FIN IFD 665

United Nations Agencies

Description: Information on the administration, policies and programs of the agencies of the United Nations and the Canadian government's position on these policies and programs. ***Topics:*** United Nations Conference on Trade and Development (UNCTAD) -administration, committees and conferences, financial operations; UNCTAD Trade and Development Board – Permanent Committee, sessions, transfer of technology; United Nations Development Programs (UNDP) – administration, financial operations, Governing Council; Economic and Social Council (ECOSOC) – commissions, standing committees, Science and Technology; subsidiary bodies – Trans-national Corporation; United Nations Educational, Scientific and Cultural Organization (UNESCO); United Nations Environmental Program (UNEP) – Governing Council; Food and Agricultural Organization (FAO) – administration, committees, conferences and meetings, Council, financial operations, publications; United Nations Fund; United Nations Fund for Africans; United Nations Fund for Drug Abuse Control (UNFDAC); United Nations Fund for Population Activities (UNFPA); United Nations Industrial Development Organization (UNIDO) – administration, conferences and meetings, Industrial Development Board; Inter-governmental Maritime Consultative Organization (IMCO) – administration, committees; International Atomic Energy Agency (IAEA) – administration, conferences and meetings, financial operations, nuclear power; United Nations International Children's Emergency Fund (UNICEF); International Civil Aviation Organization (ICAO); International Fund for Agricultural Development (IFAD); International Labour Organization (ILO) – administration, conferences, financial operations, governing body, programs; International Telecommunications Union (ITU); Pan-American Health Organization (PAHO); United Nations Relief and Works Administration (UNRWA); Universal Postal Union (UPU); World Food Program (WFP) – committees; World Health Organization (WHO) – administration, financial operations; World Health Assembly; World Meteorological Organization (WMO) -administration; World Tourism Organization (WTO) – transformation. ***Program Record Number:*** FIN IFD 670

■ Tariffs Division

General Agreement on Tariffs and Trade (GATT)

Description: Information on the preparation of detailed positions on tariff matters, customs valuation and the conduct of negotiations on multilateral and bilateral trade issues under the GATT. ***Topics:*** Multilateral and bilateral trade negotiations; consolidations of, and rectifications and modifications to, Canada's GATT schedule on tariff bindings. ***Program Record Number:*** FIN TAR 690

Tariff Items

Description: Information such as representations from industry for specific changes in rates of duty for individual tariff items or classes of items; information on the harmonized systems conversion. ***Program Record Number:*** FIN TAR 700

Tariffs

Description: General information on the development of policies on customs tariffs and trade, including acts, legislation and agreements. ***Topics:*** Bilateral trade agreements; surtaxes and drawbacks; preferences for developing countries; budgets; Canadian Trade and Tariff Committee (CTTC); Tariff Board; Canadian International Trade Tribunal. ***Program Record Number:*** FIN TAR 675

■ International Economic Analysis Division

International Economic Analysis (IEA)

Description: Provides analysis and policy advice on international economic policy coordination. ***Topics:*** Conferences and Meeting – Economic Summits; Group of Seven Industrial Countries; Bank of International Settlement (BIS); Intelligence Reports; Reports – Economic Intelligence – Japan; United Kingdom; United States of America; Political; Statistical; Unit of Accounts. ***Program Record Number:*** FIN IEA 703

Tax Policy Branch

Budgets

Description: Information on the preparation and tabling of the federal government's budget. ***Topics:*** Bills; black books; Minister's briefing notes; complaints and enquiries. ***Note:*** Specific years should be requested by date and calendar year. ***Program Record Number:*** FIN TPD 710

Capital Cost Allowances

Description: Information on the capital cost allowances in the federal income tax system, including material dealing with the development of policies and proposals from companies, groups, associations and individuals. ***Topics:*** Equipment – transportation and construction; resources; Review of 1976. ***Program Record Number:*** FIN BIT 760

Commodity Taxes

Description: Information on advice and recommendations for changes, the development of detailed policy proposals and the drafting of amendments to legislation in the area of federal excise and sales taxes as they apply to goods manufactured or produced in Canada or imported into Canada, including proposals from the public or other government departments or agencies. ***Topics:*** Budgets; Export Tax; Commodity Tax Review Group submissions; compliance and collection; Excise Act and Excise Tax Act; federal-provincial considerations; international considerations; liability for tax; licensing and registration; studies; valuation of goods; wholesale tax project 1980-83; business transfer tax; marketing and distribution cash measure; motive fuel taxes; telecommunications taxes. ***Program Record Number:*** FIN STD 740

Federal Sales Tax

Description: Information on the federal sales tax charged on goods and services. ***Topics:*** Base Federal Sales Tax; clothing and footwear; construction materials and equipment for buildings; coverings and containers; educational, technical, cultural, religious and literary items; energy conservation products; farm and forest products; foodstuffs; fuels and electricity; gasoline and diesel fuel; goods affected by metric conversion; goods enumerated in customs tariff items; goods manufactured in institutions; health goods; marine products and fisheries; municipalities; purchases by manufacturers; sports equipment; transportation and construction equipment. ***Program Record Number:*** FIN STD 745

Income Tax

Description: General information on the Federal Income Tax Act, including material dealing with the development of policies, briefs and submissions from companies, groups and associations, and proposals from the public. ***Topics:*** Assessments, payments and returns; oil, gas and mining resource projects; briefs and submissions; capital gains and losses; charities – Review of 1976; deferred and other income arrangements; excess profits tax; office or employment; partnerships; pensions and retirement plans; political contributions; resources – forestry, oil and gas oil sands; trusts – estates and gifts. ***Program Record Number:*** FIN TPD 715

Income Tax on Business and Property

Description: Information on the federal income tax on business and property, including material dealing with the development of policies and proposals from companies, groups, associations and individuals. *Topics:* Deductions; land and real estate; special cases. *Program Record Number:* FIN TPD 720

International Taxation

Description: Information on all aspects of international taxation such as tax agreements with other countries and international organizations, taxation matters within other countries, privileges and immunities. *Topics:* Canadian tax agreements with other countries; Canadian tax agreements with the United Kingdom and the United States; international organizations; privileges and immunities within other countries and within the United States; Canada-U.S. comparisons. *Program Record Number:* FIN TPD 731

Non-resident Taxes

Description: Information on the federal income tax on persons, businesses and corporations that are not residents of Canada, including material dealing with the development of policies and proposals from companies, groups, associations and individuals. *Topics:* Business and corporations; personal; withholding tax. *Program Record Number:* FIN TPD 725

Personal Income Tax

Description: Information on federal personal income taxes, including material dealing with the development of policies and proposals from companies, groups, associations and individuals. *Topics:* Deductions; education; exemptions; income maintenance; special groups. *Program Record Number:* FIN TPD 730

Refunds, Credits, Drawbacks and Remissions

Description: Information on the refund and remittance of overpayments of federal excise and sales taxes. *Topics:* Transportation and construction equipment. *Program Record Number:* FIN STD 750

Remissions of Taxes

Description: Information on the remission of estate taxes, corporation income taxes, personal income taxes and all other forms of federal taxes, except sales and excise taxes. *Program Record Number:* FIN STD 735

Special Excise Tax

Description: Information on the excise taxes charged on imported goods. *Topics:* Air transportation; alcohol and tobacco products; energy; Oil Export Tax. *Program Record Number:* FIN STD 755

Tax Measures Evaluation

Description: Information on evaluation of selected tax and tariff measures and on consultations and discussions on the subject of tax expenditures. *Topics:* Committees; conferences, meetings, seminars; publications. *Program Record Number:* FIN TPB 770

Tax Policy

Description: General information on tax policy and legislation, including reports from Revenue Canada-Taxation, statistics, Royal Commission reports and studies on the subject of taxation; also information on indexing rates of taxation. *Topics:* Royal Commission on Taxation – briefs and submissions, reports and studies; White Paper on Tax Reform – studies; tax expenditures; personal income tax indexing; inflation indexing; Tax-Based Incomes Policy. *Program Record Number:* FIN TPD 705

Taxes on Corporations and Shareholders

Description: Information on the federal income tax on corporations and shareholders, including material dealing with the development of policies and proposals from companies, groups, associations and individuals. *Topics:* Deductions; investment income; reorganizations; securities; special rules; white paper on tax reform – 1987. *Program Record Number:* FIN BIT 765

Privatization Branch

Privatization

Description: General information on privatization and topics not covered in specific program records. *Topics:* Communications; Fiscal and Revenue Consideration; Foreign Government Privatization – United Kingdom, United States; Horizontal Issues; Implementation plans; Work Plans and Programs; Official Languages; Post Privatization Review; Provincial Government Privatization; Public Service Privatization. *Program Record Number:* FIN PRI 775

Privatization Cases of Crown Corporations and Government Holding

Description: Information on the privatization of Crown Corporations, including annual reports, corporate plans, prospectuses and privatization issues. *Topics:* Annual Reports-Corporate Plans and Prospectuses; Communications Issues; Corporate Organization; Employees Concerns; Financial Issues; Financial Advisors; Holding Companies; Legal Issues; Legislative Process; Memoranda to Cabinet/Cabinet Discussions; Official Languages; Policy; Post-Privatization Review; Project Development. *Program Record Number:* FIN PRI 780

Administration Branch

Canadian Pension Plan Investment Fund

Description: Information on the investment of excess monies in the Canada Pension Plan as provided by the Canada Pension Plan Act. *Topics:* Forecasts of funds available; purchase of securities; interest on operating balance; audit confirmations; consolidation of provincial debentures; reports to the Canada Pension Plan Advisory Committee. *Program Record Number:* FIN ADM 785

Loans

Description: Information on the authorization and transactions of major loan programs of the Department of Finance and other miscellaneous loans. *Topics:* Authority for loans; repayment schedules and payments received; federal-provincial employment; Municipal Development and Loan Board; special development; Winter Capital Project Fund; foreign countries. ***Program Record Number:*** FIN ADM 790

Public Debt

Description: Information on the authorization of borrowings and transactions related to said borrowings. Borrowings are categorized as Government of Canada marketable bonds, Canada Savings Bonds, treasury bills, Canada Pension Plan Bonds and foreign currency borrowing. ***Topics:*** Unmatured debt; accrued interest; interest due and outstanding; interest expense; matured debt; redemption of interest and principal; annuities; claims; deposit and trust accounts; marketable bonds; non-marketable bonds; securities investment account. ***Program Record Number:*** FIN ADM 795

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting
Acts and Legislation
Administration
Administrative and Management Services
Audits
Budgets
Buildings and Properties
Buildings
Classification of Positions
Co-operation and Liaison
Employment and Staffing
Equipment and Supplies
Finance
Furniture and Furnishings
Human Resources
Lands
Occupational Health, Safety and Welfare
Office Appliances
Official Languages
Pensions and Insurance
Personnel
Procurement
Salaries and Wages
Staff Relations
Training and Development
Utilities
Vehicles

Personal Information Banks

Administration Branch

Applications for Employment

Description: This bank serves as a reference for any applications received from individuals seeking employment with the Department of Finance. These requests usually consist of a letter to which a curriculum vitae is attached and which contain such information as the name, address, education and experience of the individual. ***Class of Individuals:*** Individuals seeking employment with the Department of Finance. ***Purpose:*** These applications are considered as positions become vacant. This personal information relates to individuals seeking employment with the Department. Information is compiled so that it can be referred to when considering a candidate for a vacated position. ***Consistent Uses:*** The bank is also used to store information on these individuals. ***Retention and Disposal Standards:*** The records are retained for two years and are then destroyed. ***TBS Registration:*** 001886 ***Bank Number:*** FIN PPU 010

Personal Services Contracts

Description: This bank contains the contracts placed, types of services rendered, length of contracts, money expended, the social insurance number of individuals on contract, the actual contracts and supporting documents. ***Class of Individuals:*** Individuals hired under personal service contracts by the Department. ***Purpose:*** The bank is used for accounting, reference and statistical purposes. ***Retention and Disposal Standards:*** Files are retained for six years and are then destroyed. ***TBS Registration:*** 001885 ***Bank Number:*** FIN PPU 005

Access to Information and Privacy Division

Access Request Files

Description: This bank contains requests under the Access to Information Act submitted by individuals to access records under the control of the Department of Finance, the replies to such requests and any other information relevant to the processing of the requests. ***Class of Individuals:*** Individuals who have exercised their rights under the Access to Information Act. ***Purpose:*** This information is compiled to process requests submitted under the Access to Information Act. ***Consistent Uses:*** The information may also be used to compile statistics in relation to reporting requirements or in relation to studies on developing trends on the use of the legislation. ***Retention and Disposal Standards:*** Information is retained for two years from the date of the most recent action on file, after which the records are destroyed. ***TBS Registration:*** 001888 ***Bank Number:*** FIN PPU 020

Goods and Services Tax (GST)

Description: Names and addresses of individuals and companies requesting information from the Department of Finance regarding the Goods and Services Tax (GST); includes information on the type of documentation requested and the data source of the request (GST

Infoline, direct mail campaign). ***Class of Individuals:*** Primarily people representing Canadian businesses; also members of the general public requesting general information on the GST. ***Purpose:*** In the course of processing information requests, the names and addresses of companies or individuals are recorded as well as the pamphlets they have requested. When new information becomes available that pertains to an individual's request, updated material can be sent to that individual on a selective basis. ***TBS Registration:*** 002757 ***Bank Number:*** FIN PPU 025

Minister's Correspondence

This bank contains letters addressed to the Minister of Finance an Minister of State (Finance). It relates to individuals who write to Minister of Finance and Minister of State (Finance). Its purpose is that letters are sent to Minister from persons desiring comments on issues of the day. ***Bank Number:*** FIN PPU 030

Privacy Request Files

Description: This bank contains requests submitted under the Privacy Act, the replies to such requests and any other information relevant to the processing of the requests. ***Class of Individuals:*** The general public or employees of the Department who have exercised their rights of access under the Privacy Act. ***Purpose:*** This information is compiled to process requests submitted under the Privacy Act and to allow individuals to exercise their rights under the legislation. ***Consistent Uses:*** The bank is used in the compilation of statistics in relation to reporting requirements of the Privacy Act or in relation to studies on the developing trends of requests submitted under the Act. ***Retention and Disposal Standards:*** Information is retained for two years from the date of the most recent action on file, after which the records are destroyed. ***TBS Registration:*** 001887 ***Bank Number:*** FIN PPU 015

Classes of Personal Information

In the course of conducting the programs and activities of the Department of Finance, personal information may be accumulated which is not contained in the specific information banks described in this entry. This information exists in a fragmented form throughout the subject files of the Department. this information is stored as part of the general subject files, where records are normally retrieved by the name of the individual or other personal identifier. This form of information is retrievable only if specifics are provided concerning the subject matter, related departmental activity, as well as the date at which the information was received by the Department and to whom it was addressed.

The personal information contained in the subject files is retained for the same period of time as the related subject information and disposed of according to the appropriate record schedules.

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Department of Finance and its programs and functions may be directed to:

Information Services
Department of Finance
140 O'Connor Street
Ottawa, Ontario
K1A 0G5
(613) 992-1573

Reading Room

Pursuant to the Access to Information Act, the Access and Privacy Office has been designated a public reading room. The address is:

Access and Privacy Division,
21st floor, East Tower,
L'Esplanade Laurier, 140 O'Connor Street,
Ottawa, Ontario.

Department of Justice Canada

Chapter 39

General Information

Background

The Department of Justice was created by the Department of Justice Act, passed at the first session of Parliament of the Dominion of Canada, and assented to on May 22, 1868. This Act outlined the responsibilities of the Minister of Justice and the Attorney General of Canada and, with a few exceptions, these responsibilities have remained substantially unchanged.

Responsibilities

The work of the Department consists of litigation, provision of legal advice and opinions to the federal government of Canada on a very wide range of matters, and the drafting of legislation, contracts and other legal documents. The Department is also concerned with the legal aspects of developing government policy, and prepares recommendations or reviews recommendations, for reform of the law. To carry out these responsibilities, the Department uses federal Statutes and Regulations. In addition, contributions are made to provide financial assistance to organizations conducting studies and legal research and to other law-related programs. A limited number of grants is made in connection with legal education, and cost-sharing agreements are entered into with provincial governments in connection with young offenders, compensation of victims of violent crimes, Legal Aid in criminal cases for adults and young offenders, native court worker programs, and access to legal information.

The role of the Federal Department of Justice does not include the provision of legal services or advice to members of the public.

Legislation

- Access to Information Act, R.S., c. A-1
- Annulment of Marriages (Ontario) Act, R.S.C. 1970, c. A-14
- Bills of Lading Act, R.S., c. B-5
- Canada Evidence Act, R.S., c. C-5
- Canada Prize Act, R.S.C. 1970, c. P-24
- Canada-United Kingdom Civil and Commercial Judgments Convention Act, R.S., c. C-30
- Canadian Bill of Rights, S.C. 1960, c. 44
- Canadian Human Rights Act, R.S., c. H-6
- Canadian Laws Offshore Application Act, S.C. 1990, c. 44
- Commercial Arbitration Act, R.S., c. 17 (2nd Supp.)
- Criminal Code, R.S., c. C-46
- Crown Liability Act, R.S., c. C-50
- Department of Justice Act, R.S., c. J-2
- Divorce Act, R.S., c. 3 (2nd Supp.)
- Escheats Act, R.S., c. E-13
- Extradition Act, R.S., c. E-23
- Family Orders and Agreements Enforcement Assistance Act, R.S., c. 4 (2nd Supp.)
- Federal Court Act, R.S., c. F-7
- Food and Drugs Act, R.S., c. F-27
- Foreign Enlistment Act, R.S., c. F-28
- Foreign Extraterritorial Measures Act, R.S., c. F-29
- Fugitive Offenders Act, R.S., c. F-32
- Garnishment, Attachment and Pension Diversion Act, R.S., c. G-2
- Identification of Criminals Act, R.S., c. I-1
- International Sale of Goods Contracts Convention Act, S.C. 1991, c. 13
- Interpretation Act, R.S., c. I-21
- Judges Act, R.S., c. J-1
- Law Reform Commission Act, R.S., c. L-7
- Marriage Act, R.S., c. M-2
- Marriage (Prohibited Degrees) Act, S.C. 1990, c. 46
- Mutual Legal Assistance in Criminal Matters Act, R.S., c. 30 (4th Supp.)
- Narcotic Control Act, R.S., c. N-1
- Official Languages Act, R.S., c. 31 (4th Supp.)
- Official Secrets Act, R.S., c. O-5
- Postal Services Interruption Relief Act, R.S., c. P-16
- Privacy Act, R.S., c. P-21
- Revised Statutes of Canada, 1985 Act, R.S., c. 40 (3rd Supp.)
- Security Offences Act, R.S., c. S-7
- State Immunity Act, R.S., c. S-18
- Statute Revision Act, R.S., c. S-20
- Statutory Instruments Act, R.S., c. S-22
- Supreme Court Act, R.S., c. S-26
- Tax Court of Canada Act, R.S., c. T-2
- Tobacco Restraint Act, R.S., c. T-12
- United Nations Foreign Arbitral Awards Convention Act, R.S., c. 16 (2nd Supp.)
- Young Offenders Act, R.S., c. Y-1

Organization

■ Deputy Minister's Office

This office provides essential support services to the Deputy Minister. It ensures appropriate communication and liaison on policy and operational issues between the Deputy Minister and the Minister's Office, the Department and other government departments and agencies.

■ Corporate Management Sector

This branch provides services to the Department related to such areas as corporate planning and policy development, program evaluation and internal audit, communications and public affairs, federal-provincial relations, liaison with external associations and groups, and various corporate services. The Branch performs a substantive function in areas that do not fall within the specialized responsibilities of the other branches. It administers certain programs and is involved in the coordination of departmental activities and programs. The Branch also provides administrative support services related to finance, personnel, library, legal information retrieval, accommodation, security, telecommunications, computer systems and all other logistical elements common to government departments.

■ Legislation Branch

This branch prepares, in both official languages, all bills the government plans to introduce in Parliament. It also drafts motions to amend bills and examines all bills introduced by ministers in Parliament to ascertain whether they are consistent with the Canadian Charter of Rights and Freedoms or the Canadian Bill of Rights.

■ Public Law Sector

This sector advises the government on legal and policy issues in the public law field. Specifically, it advises on constitutional, international, administrative, native and human rights law, as well as on matters relating to the machinery and operation of government and to statutory instruments.

Constitutional and International Law Section: Provides policy and legal advice to the government on constitutional issues and international law. It participates in federal-provincial negotiations, the legislative process, the development and implementation of international instruments and litigation involving constitutional questions.

Advisory and Administrative Law Section: Particularly concerned with areas of law relating to the machinery and operation of government. It is actively engaged in developing proposals for administrative law reform, assisting other branches of the Department on such subjects as amendments to the Federal Court Act and preparing legal opinions on a variety of administrative and other legal matters.

Human Rights Law Section: Gives legal opinions to the Crown on the interpretation and application of constitutional provisions, federal legislation and international instruments having human rights implications.

Native Law Section: Provides legal and policy advice on native affairs, especially on the development of aboriginal self-government, on comprehensive claims policy, and in support of native litigation issues. As a specialist resource, it advises on constitutional and international issues affecting natives, and carries out legal and policy research on many native issues.

Judicial Affairs Unit: Provides legal and policy support to the Minister and the Department on issues relating to the federal judiciary.

Federal-Provincial Relations Office Section: Provides legal and policy advice to the Federal-Provincial Relations Office, primarily in the areas of constitutional and native affairs. In particular, it is involved in constitutional reform discussions with the provinces, constitutional discussions with aboriginal peoples, and tripartite discussions on Métis self-government.

Privy Council Office Legal Section: Functions in regard to the Department's responsibilities under the Statutory Instruments Act and reviews all proposed regulations. Counsel in this section also serve as legal advisers to officers of the Privy Council Office and in particular to the Assistant Clerk of the Privy Council responsible for Orders-in-Council.

Statute Revision Commission: Engages in the revision, consolidation and indexing of federal laws and regulations and prepares administrative consolidations of federal laws.

■ Civil Litigation

This branch represents the Attorney General of Canada in civil litigation involving the federal government.

Civil Litigation (Common Law) Section: Handles litigation for or against the Crown (on such matters as contracts, negligence, the Constitution, and Human Rights) which arises everywhere in Canada, except in the province of Québec.

Civil Litigation and Real Property Law (Québec) Section: Handles litigation for or against the Crown arising out of the province of Québec and is also responsible for providing services in property law matters in the province of Québec.

■ Criminal Law

This branch discharges, on behalf of the Attorney General of Canada and the Minister of Justice, the obligations, duties and responsibilities imposed on the Minister by legislation and under the common law.

Criminal Prosecutions Section: Responsible for prosecution of infractions under federal statutes (other than the Criminal Code over which the provincial Attorneys General exercise prosecutorial authority) and related matters including the implementation of Canada's obligations under the Extradition Act and the Fugitive Offenders Act. The Section also reviews applications under the Criminal Code for the mercy of the Crown by or on behalf of persons who have been convicted in proceedings by indictment or who have been sentenced to preventive detention, and makes recommendations to the Minister as to their disposition.

■ Tax Law

This branch is responsible for providing functional direction to all lawyers in tax law matters. It also acts on behalf of the Attorney General of Canada in all civil appeals from assessments of income tax and some litigation pursuant to the Unemployment Insurance Act and the Canada Pension Plan. The litigation work is divided between the tax litigation sections at headquarters and the Halifax, Montreal, Toronto, Winnipeg, Edmonton and Vancouver regional offices.

■ Admiralty and Maritime Law

This branch is responsible for admiralty litigation, maritime legislation, maritime commercial law, marine casualty investigations and marine international law, and provides specialized legal advice and expertise in these fields.

■ General Counsel Group

This group conducts, on behalf of the Attorney General of Canada, litigation which requires counsel of particular seniority and expertise. Members of the group often participate in legal education, such as panel discussions and seminars arranged by the Department or by provincial and local bar associations.

■ Policy, Programs and Research Sector

This sector plans, develops and implements government justice policies dealing with criminal and family law, and administers programs to promote access to justice, some of which are cost-shared with the provinces. It also administers the Department's grants and contributions programs.

Criminal and Family Law Policy Directorate: Identifies and analyzes emerging legal and related issues, and develops policies to address them in furtherance of the responsibility for criminal justice and family law. The Directorate monitors the development of the law, provides advice to the Minister and senior officials and proposes changes, where necessary, to the statutes for which the Minister is responsible in these two areas.

Policy Directorate: Seeks to ensure that the administration of justice is consistent with national priorities and that the justice system is inclusive, fair, rational and efficient. It initiates, formulates and monitors policies, especially in the areas of gender equality, support of the family and the prevention of violence in Canadian society. The Directorate is also responsible for the coordination of the implementation of legislation.

Programs Directorate: On behalf of the Minister of Justice, negotiates and administers cost-sharing agreements with the provinces/territories in the young offenders, legal aid, native courtworker and victims of crime areas; initiates, develops, monitors and evaluates policies related to these programs; manages transitional support funding programs to facilitate the implementation of these programs and directs ongoing federal-provincial mechanisms for consultation and collaboration.

Research and Development Directorate: Responsible for research and project development in relation to policy development and implementation relating to matters under the responsibility of the Department. For these purposes, the Directorate designs and conducts empirical socio-legal research and satisfies departmental statistical information requirements. It also develops, implements and assesses demonstration projects, supports legal information initiatives designed for the general public and liaises with other federal departments, provincial/territorial governments, international and national agencies and with community organizations. From a substantive point of view, the research and project development activities focus on the identification and articulation of policy issues, the testing of policy options, and on providing feedback on the results of the specific activities.

Regulatory Compliance Project: Concerned with modernizing implementation policies and practices associated with approximately 200 federal statutes. The project studies and advises on departmental and agency programs designed to influence public behaviour and to obtain compliance with the law.

■ Legal Services Sector

This sector provides a variety of in-house legal services to federal departments and agencies, as well as specialized legal advice on property, commercial, access to information and privacy law, and environmental and trade law matters.

Commercial and Property Law and Advisory Services Section: Generally responsible for providing functional direction to all lawyers in commercial and property law matters, as well as the provision of policy and legal advice to federal departments and agencies in matters of commercial and property law.

Information Law and Privacy Section: Deals with a wide range of legal issues relating to information held by the government and is a centre of legal expertise in respect of access to information, privacy legislation and related areas.

Environmental Issues Secretariat: Comprised of a corp of experts in the environmental area, ensuring that the Department of Justice manages environmental law and policy issues in a coordinated and consistent fashion. The Secretariat identifies environment trends and issues and brings them to the attention of the Minister, Deputy Minister and Senior Assistant Deputy Minister responsible for this area. On an ongoing basis the Secretariat disseminates environment related information to Justice officers engaged in the practice of environmental law, liaises with other federal departments, law organizations and others in this area and maintains an infrastructure to ensure a timely departmental response to environmental issues and concerns.

Information Holdings

Program Records

Certain categories of records are held by headquarters, regional offices and legal services units of the Department and are not necessarily specific to any particular departmental sector.

■ General

Contributions and Grants

Description: Information relating to grants and contributions for the improvement of the administration of justice in Canada. *Topics:* Memoranda and contribution agreements, financial documents and correspondence concerning monies voted by Parliament for contributions to provinces, individuals or organizations. *Program Record Number:* JUS JUS 035

Federal-Provincial-Territorial Relations and Liaison with Organizations

Description: Information on federal-provincial conferences of ministers and deputy ministers responsible for justice;

intergovernmental committees; liaison with federal and provincial government departments and national and international organizations. *Topics:* Meeting agendas; documentation for meetings; minutes of meetings. *Program Record Number:* JUS JUS 065

Legal Advice

Description: Information providing legal advice to any department or agency of the Government of Canada. *Topics:* Formal opinions, by memoranda of law or letter; correspondence requesting legal opinions, and memoranda and correspondence providing legal advice. *Program Record Number:* JUS JUS 015

Legal and Operational Files (General)

Description: Information on an aggregate set of records pertaining to legal matters which come under the jurisdiction of the Department. *Topics:* Legal opinions, requests to institute civil and legal proceedings, by or against the Crown or its agents or servants in a court of law or in any administrative board or tribunal; collection files; approval of Power of Attorney; and other such documents. *Program Record Number:* JUS JUS 010

Legal Files (Prosecution and Extradition Matters)

Description: Information on the administration of legal matters pertaining to prosecutions under federal statutes, and matters under the Extradition Act and the Fugitive Offenders Act. *Topics:* Reports from Canadian and foreign law enforcement agencies pertaining to investigations in relation to such matters. It also contains internal correspondence with provincial governments and foreign governments. *Program Record Number:* JUS JUS 005

Policy Development

Description: Information on policy and policy development. *Topics:* Memoranda of law and fact, interdepartmental memoranda and correspondence, communications and media policies, official languages policy, distribution policy, personnel policy, evaluations of statistical studies and surveys in socio-legal matters. *Program Record Number:* JUS JUS 030

Property

Description: Information related to the acquisition of real property by purchase or expropriation, and the disposition of real property by letters patent. *Topics:* Various agreements, leases, deeds, licences, title abstracts, letters patent, and related correspondence and memoranda. *Program Record Number:* JUS JUS 025

■ Corporate Management Sector

Access to Information and Privacy

Description: Information on requests sent by individuals for access to departmental records under the Access to Information Act and the Privacy Act. *Topics:* Statistical and other reports. *Program Record Number:* JUS CMS 045

Program Evaluation

Description: This class of documents contains reports, studies, surveys, case studies and interviews involving corporate and individual views, opinions, attitudes and reactions. *Topics:* assessment of departmental policy or program effects and impacts. *Program Record Number:* JUS CMS 100

■ Legislation Branch

Drafting

Description: Information pertaining to instructions for drafts of legislation. *Topics:* Background papers and treatises; memoranda to Cabinet; drafts of all Bills presented to Parliament; regulations, orders, proclamations and commissions. The information includes property and commercial documents, agreements of all kinds, waivers, licences and formal contracts. *Program Record Number:* JUS LPB 020

■ Public Law Sector

Administrative Law Resource Material

Description: The Administrative Law Digest and papers presented at the annual Department of Justice Administrative Law Seminar. *Topics:* All matters falling within the area of administrative law. *Program Record Number:* JUS PLS 070

Private International Law Harmonization

Description: Information concerning Canadian participation in organizations directed toward the harmonization of private international law and trade law. *Topics:* Material related to the work of the International Institute for the Unification of Private Law (UNIDROIT) and the Hague Conference organizations which involve states seeking to harmonize national laws pertaining to matters such as leasing and factoring, forms of wills, international child abduction, recognition of trusts, and taking of evidence abroad; material related to the efforts of the United Nations Commission on International Trade Law (UNCITRAL) to achieve greater harmonization among states in their trade laws. *Program Record Number:* JUS PLS 075

■ Policy, Programs and Research Sector

Fund – Other Native Projects

Description: This fund is provided for organizations or individuals who administer conferences, workshops or specific projects designed to assist native people in understanding their rights and responsibilities, and in obtaining equality before the law. The fund also provides financial assistance to organizations which play a valuable coordination role in the development of federal policy in relation to the law and the administration of justice as it affects native people. *Topics:* Federal – provincial agreements; evaluations and reviews conducted on the program; terms and conditions of the fund. *Program Record Number:* JUS PPR 090

Native Courtworker Program

Description: The Native Courtworker Program is directed toward Canadians of aboriginal descent, including status and non-status Indians, Inuit and Métis. Under the program, native people trained as court workers are present in the criminal courts to assist native defendants by explaining their rights under the law, by acting as liaison between the defendants and the criminal justice system, and by making referrals to social, legal, educational, employment, medical and other services as required. The program is cost-shared with the provinces and territories on a 50/50 funding formula. It is currently implemented in all the provinces and territories with the exception of Prince Edward Island, Nova Scotia, New Brunswick and Saskatchewan which withdrew from the program in 1987. The federal, provincial and territorial Native Courtworker Agreement was amended in 1987 to permit the cost-sharing of services to Native Young Offenders. (Other non-financial amendments were made at this time.) ***Topics:*** Federal-provincial agreements; evaluations and reviews conducted on the program. ***Program Record Number:*** JUS PPR 085

Systems Development Fund – Young Offenders

Description: Information on documentation supporting projects submitted to the System Development Fund for financial assistance. ***Topics:*** Correspondence; memoranda and information on proposed projects; financial statements and reports of approved projects; information on government agencies that have submitted proposals to the Fund. ***Program Record Number:*** JUS PPR 080

■ Legal Services Sector

Environmental issues

Description: Information on environmental matters. ***Topics:*** federal and provincial legislation, policies and programs in the field of environmental law; case law in such areas as environmental assessment and protection and impact analyses and opinions relating thereto; and departmental initiatives maintained to ensure proper and timely responses to environmental matters. ***Program Record Number:*** JUS LSS 095

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Administration

Administration and Management Services

Budgets

Buildings and Properties

Classification of Positions

Employment and Staffing

Finance

Human Resources

Occupational Health, Safety and Welfare

Official Languages

Pensions and Insurance

Personnel

Salaries and Wages

Staff Relations

Training and Development

Vehicles

Personal Information Banks

Access Request Data Bank

Description: This bank contains information on access requests sent by individuals requesting access under the Access to Information Act and the Privacy Act to departmental records, the replies to such requests, and information related to their processing. ***Class of Individuals:*** Individuals requesting access to records under the Access to Information Act and the Privacy Act. ***Purpose:*** The information in this bank is used for processing access requests only. ***Retention and Disposal Standards:*** Material is retained for two years after the last action on file. ***TBS Registration:*** 001659 ***Bank Number:*** JUS PPU 090

Access to Legal Information Fund

Description: This bank contains information on supportive documentation for projects of public legal education submitted to obtain financial assistance from the fund. It contains correspondence, memoranda and information on the proposed projects as well as financial statements and reports on approved projects. ***Class of Individuals:*** Information relates to individuals who have submitted proposals to the fund. ***Purpose:*** Information is used to evaluate the merits of proposals and to observe the progress of funded projects. ***Retention and Disposal Standards:*** Records are retained for 10 years after the project has been superseded, rejected or terminated, as applicable. ***TBS Registration:*** 002381 ***Bank Number:*** JUS PPU 110

Applicant Inventory Files

Description: This bank contains information on members of the general public who have exercised an interest in employment with the Department of Justice. Complete files include application forms giving educational and personal histories, interview appraisal forms, letters of reference, correspondence and memoranda. ***Class of Individuals:*** Members of the general public who have expressed an interest in employment with the Department of Justice. ***Purpose:*** The information in this bank is used to assess individuals for positions that are to be filled through open competitions. ***Retention and Disposal Standards:*** Material is retained for one year. ***TBS Registration:*** 001658 ***Bank Number:*** JUS PPU 085

Central Divorce Registry

Description: This bank contains information obtained from the Registration of Divorce Reports received from the various divorce registries in respect of the Petitioner and the Respondent, and includes all relevant personal information. ***Class of Individuals:*** Persons who filed for divorce in a Canadian court. ***Purpose:*** The information in this bank is maintained for the purpose of informing the District Registrar of the various divorce court offices of the existence or otherwise of pending divorce applications, thus setting jurisdictional issues pursuant to section 3 of the Divorce Act, 1985 and providing statistical information to Statistics Canada for the purpose of compiling marriage and divorce statistics for publication. ***Retention and Disposal Standards:*** Textual records are retained for five years after divorce registration and machine-readable records are maintained actively for the life of the Divorce Registry program or for the length of time the Divorce Registry is administered by the Department of Justice. ***TBS Registration:*** 002274 ***Bank Number:*** JUS PPU 005

Civil Law/Common Law Students Exchange Program

Description: This bank contains information on individual law students who apply to participate in the Civil Law/Common Law Exchange Programs. It contains information on the students' academic records, students' letter of interest to join the program and other documents pertinent to the administration of the program. ***Class of Individuals:*** Information relates to students who have requested to join the exchange program. ***Purpose:*** Information is used to evaluate the merits of the students requesting to participate in the exchange program. ***Retention and Disposal Standards:*** Records are retained for 10 years after the project has been superseded or terminated, as applicable. ***TBS Registration:*** 002380 ***Bank Number:*** JUS PPU 100

Consultation and Development Fund

Description: This bank contains information on contributions made, or considered, by the Department relating to legal research, the publication of materials to educate the public about the law, conferences of interest to the Department, and/or the examination of the recommendations of the Law Reform Commission of Canada in the civil/common, public and administrative law areas. It also contains information which assists the Department in awarding contributions to individuals and private and government agencies who have submitted requests for financial assistance. ***Class of Individuals:*** Individuals and members of private and government agencies who have submitted requests for financial assistance. ***Purpose:*** This information is required for reviewing project proposal applications. ***Consistent Uses:*** The information is also coordinated with other requests from the same individual or group pertaining to other discretionary funds. ***Retention and Disposal Standards:*** Records are retained for ten years after the project has been superseded, rejected or completed, as applicable. ***TBS Registration:*** 002383 ***Bank Number:*** JUS PPU 075

Criminal Law Reform Fund

Description: This bank contains information on contributions made, or considered, by the Department concerning projects submitted for financial assistance to the Criminal Law Reform Fund. It also contains information which assists the Department in awarding contributions to individuals, private or government organizations who have submitted requests for financial assistance in the general area of criminal law reform. This fund has for objective to encourage the development of new approaches in criminal matters and to facilitate the implementation of new statutory provisions. ***Class of Individuals:*** Individuals and members of private and government organizations who have submitted requests for financial assistance. ***Purpose:*** This information is required for reviewing project proposal applications. ***Consistent Uses:*** The information is also coordinated with other requests from the same individual or group pertaining to other discretionary funds. ***Retention and Disposal Standards:*** Records are retained for ten years after the project has been superseded, rejected or completed, as applicable. ***TBS Registration:*** 002382 ***Bank Number:*** JUS PPU 050

Duff-Rinfret Scholarship Program

Description: This bank contains information on graduates of Canadian law schools who have applied for a Duff-Rinfret Scholarship in Canada. More especially, it contains the candidates' academic records, curricula vitae and letters of reference. ***Class of Individuals:*** Graduates of Canadian law schools who have applied for a Duff-Rinfret scholarship. ***Purpose:*** The information in this bank is used to select the winners of scholarships. ***Retention and Disposal Standards:*** Records are retained for 10 years after the project has been superseded, rejected or completed as applicable. ***TBS Registration:*** 001657 ***Bank Number:*** JUS PPU 040

Family Orders and Agreements Enforcement Assistance

Description: This bank contains information on individuals who are in default of family support orders or agreements. It contains identifying information, as well as applications for tracing such persons submitted by provincial authorities and for the garnishment of federal payments to them. It also contains records of federal payments to such individuals that have been diverted in compliance with a garnishee summons. The application form includes a request for the social insurance number (SIN) of the person being traced or garnished. Since the form is part of the Regulations, this is a use authorized by statute and regulation. The Family Orders and Agreements Enforcement Assistance Act and regulation also provide for the search of designated federal data banks for matching and compiling data. The designated banks are from the Department of National Health and Welfare – Canada Pension Plan – Record of Earnings, Retirement Benefits, Survivors Benefits, Social Insurance Number Validator, Computer Master Data, Disability Benefits and International Social Security-Domestic and Foreign Benefits – Computer Master Benefit Data (NHW PPU 140, 146, 147, 150, 155, 166 and 170); and from the Canadian Employment and Immigration Commission – Record of Employment, Benefit and Overpayment Master file (PAYDAC File) and Social Insurance Number Registration (EIC PPU 385, 180 and 390). ***Class of Individuals:*** Individuals who are in default of family support orders or agreements, or who are in violation of a custody or access rights. ***Purpose:*** This is the administrative and operational activity required to carry out the Government of Canada's responsibilities under the Family Orders and Agreements Enforcement Assistance Act. ***Consistent Uses:*** Information is used to obtain addresses for use by authorized organizations and to comply with legal garnishee summonses served on the Crown. ***Retention and Disposal Standards:*** Information is retained at the

Family Orders and Agreements Enforcement Assistance Unit Office for a period of 30 calendar years. ***TBS Registration:*** 001870 ***Bank Number:*** JUS PPU 125

Fellowships in Legislative Drafting

Description: This bank contains information on applicants for Fellowships in Legislative Drafting at the University of Ottawa. It includes their law school transcripts, letters of reference and completed application forms. The social insurance number (SIN) is required for recipients of Fellowships, since they must be issued with a T-4 taxation form. The SIN is collected only when necessary in order to comply with the Income Tax Act. ***Class of Individuals:*** Individuals who apply for Fellowships in Legislative Drafting at the University of Ottawa. ***Purpose:*** The information is used by the Selection Committee to determine which of the applicants should be offered fellowships. ***Retention and Disposal Standards:*** Records are retained for a period of 20 years. ***TBS Registration:*** 002379 ***Bank Number:*** JUS PPU 030

Grants Program to Encourage Native Students to Enter the Legal Profession

Description: This bank contains information on students of native ancestry who have received financial assistance to enter the legal profession. A number of bursaries are provided to Métis and non-status Indian students in order to achieve this goal. The bank contains names, curricula vitae, reports of academic performance and payments made to students. ***Class of Individuals:*** Students of native ancestry who have received financial assistance to enter the legal profession. ***Purpose:*** The information in this bank is used to select successful candidates, determine amounts of payments and evaluate the program. It also provides an inventory of legally trained native people. ***Retention and Disposal Standards:*** Records are retained for 10 years after the project has been superseded or completed as applicable. ***TBS Registration:*** 001656 ***Bank Number:*** JUS PPU 035

Human Rights Law Fund

Description: This bank contains information on supportive documentation related to projects on human rights law submitted to obtain financial assistance from the Fund. It contains correspondence, memoranda and information on the proposed projects as well as financial statements and reports on approved projects. ***Class of Individuals:*** Information relates to individuals who have submitted proposals to the fund. ***Purpose:*** Information was compiled to evaluate the merits of proposals and to observe the progress of funded projects. ***Retention and Disposal Standards:*** Records are retained for 10 years after the project has been superseded, rejected or completed, as applicable. ***TBS Registration:*** 002384 ***Bank Number:*** JUS PPU 105

Lawyers Appointed Agents of the Minister of Justice

Description: This bank contains information on lawyers appointed as agents of the Minister of Justice to assist client departments. The bank contains information on these lawyers. ***Class of Individuals:*** Lawyers appointed as agents for the Minister of Justice. ***Purpose:*** Records in this bank are used for internal accounting and to monitor status of cases. ***Retention and Disposal Standards:*** Records are retained for 10 years. ***TBS Registration:*** 001655 ***Bank Number:*** JUS PPU 025

Litigation

Description: This bank contains information on legal proceedings of a civil nature in which the Crown in right of Canada, a crown agency or a Crown servant is a party, including proceedings before administrative boards and tribunals. It includes pleadings, briefs, appeal books, transcripts and statements of evidence, writs, opinions and related correspondence. The greater part of the information contained in the bank is obtained from other federal institutions, as authorized by sub-section 8(2)(d) of the Privacy Act. Considering the sources of the personal information compiled, the social insurance number (SIN) is in some cases part of the information transmitted by institutions authorized to collect it, such as in some cases involving Revenue Canada. ***Class of Individuals:*** Persons who have been involved in civil litigation involving the Federal Government. ***Purpose:*** The material in this bank is retained to enable the Department to carry out its duties as legal advisor to the federal government. ***Retention and Disposal Standards:*** Civil litigation files are retained for 21 years after cessation of the legal action; records pertaining to other legal matters are retained for 30 years; and material of precedent value is retained for 35 years after a legal opinion is rendered and the file is closed. Files will be microfilmed and the copy kept permanently at the Department of Justice. ***TBS Registration:*** 002704 ***Bank Number:*** JUS PPU 010

Program Development Fund – Young Offenders

Description: This bank contains information on supporting documentation of projects submitted for financial assistance to the Program Development Fund. It contains correspondence, memoranda and information on the proposed projects, as well as financial statements and reports of approved projects. This bank also has information on individuals, and private or governmental agencies, who have submitted these proposals to the Program Development Fund. This fund no longer operates since March 31, 1991. ***Class of Individuals:*** Individuals who submitted proposals to be considered for funding by the Program Development Fund – Young Offenders. ***Purpose:*** Information held in this bank is used to evaluate the merits of proposals and to observe the progress of funded projects. ***Retention and Disposal Standards:*** Material is retained at headquarters in Ottawa for ten calendar years. ***TBS Registration:*** 001884 ***Bank Number:*** JUS PPU 115

Prosecution and Related Criminal Matters

Description: The bank contains information on prosecutions for infractions of federal statutes, prosecutions under the Criminal Code in the Yukon Territory and the Northwest Territories only; and extradition cases. It includes briefs and pleadings at both trial and appeal stages, subpoenas and other writs, transcripts of evidence and related memoranda of law, summaries, statements, memoranda and correspondence. The information is compiled from a number of sources both

Canadian and foreign. ***Class of Individuals:*** Canadians and persons present in Canada who have been the subject of prosecution or extradition proceedings. ***Purpose:*** The material in this bank is used for the purpose of enforcing federal statutes as well as for the implementation of Canada's obligation under the Extradition Act and the Fugitive Offenders Act. ***Retention and Disposal Standards:*** Records are retained for 30 years, unless there is material of precedent value, in which case the file is kept for 35 years after a legal opinion is rendered and the file is closed. Files will be microfilmed and the copy kept permanently in the Department of Justice. ***TBS Registration:*** 002705 ***Bank Number:*** JUS PPU 015

Prosecution of Young Offenders

Description: This bank contains information on prosecutions under the Criminal Code only in the Yukon and Northwest Territories, and for infractions of other federal statutes throughout Canada. It includes briefs and pleadings at both trial and appeal stages, subpoenas and other writs, transcripts of evidence and related memoranda of law, summaries, statements, memoranda and correspondence. The information is compiled from a number of sources, both Canadian and foreign. ***Class of Individuals:*** Canadians and persons present in Canada who have been the subject of prosecution for an offence alleged to have been committed by a person between the ages of 12 and 18 at the time of the offence and dealt with in Youth Court. ***Purpose:*** The material in this bank is used for the purpose of enforcing federal statutes. ***Retention and Disposal Standards:*** Records are retained for varying periods depending on the circumstances. See subsection 45(1), paragraphs (a) to (f) of the Young Offenders Act, RSC 1985, Chapter Y 1 for the criteria and limits. ***TBS Registration:*** 003004 ***Bank Number:*** JUS PPU 130

Service Contractors Inventory

Description: This bank contains information on the qualifications and experience of firms and individuals wishing to obtain contracts or already contracting with the Department. Information includes contracts, questionnaires, requisitions for service contracts, evaluations of contractors performance, geographic location of the firms, and pertains to ownership principals and associates, resources, professional competence, fields of expertise, experience and language capabilities. ***Class of Individuals:*** Firms and individuals wishing to obtain contracts or already contracting with the Department. ***Purpose:*** The information in this bank is used to assist in awarding contracts. ***Retention and Disposal Standards:*** Records are deleted from the bank six months after the firm or individual has failed to re-apply for inclusion. ***TBS Registration:*** 001660 ***Bank Number:*** JUS PPU 095

Summer Job Corps Program (Phase I, II and III of Public Legal Information)

This bank contains information on project leaders who received funds to operate public legal information projects under the Summer Job Corps Program. It includes names of all students hired, financial reports and materials produced. The data is used to determine whether the project has met its objectives and helps in planning new public legal information projects. This program is no longer operative. Records are retained for 10 years after the project has been superseded or completed, as applicable. ***Bank Number:*** JUS PPU 045

Summer Youth Employment Program (Phase IV of Public Legal Information)

This bank contains information on project leaders who hire students through Canada Employment Centres under the Summer Youth Employment Programs. It contains the names of all students hired on projects, financial reports and materials produced. The data is used to determine whether the project has met its objectives and helps in the planning of new public legal information projects. This program is no longer operative. Records are retained for 10 years after the project has been superseded or completed, as applicable. ***Bank Number:*** JUS PPU 080

Classes of Personal Information

Subject Files and Routine Correspondence

Some departmental programs and activities result in the accumulation of personal information which is not contained in the personal information banks described above. This personal information is stored within subject files described as part of department's Information Holdings where records are not normally retrieved by the name of the individual or other personal identifier. This form of personal information consists of enquiries concerning particular justice matters, as well as requests for publications and reports. The information is normally retrievable only if specifics are provided concerning the subject matter. Retention of this form of personal information is controlled by the records schedules of the subject files in which the information is stored.

Mailing List

This class of personal information contains the names and addresses of individuals who are on mailing lists to receive publications and other publicly available materials relating to departmental activities. The lists are used by all sectors of the Department and are updated on a continuing basis. The correspondence and request cards from individuals used for amending addresses and to add or delete individual names on mailing lists are retained until the mailing lists have been amended.

Management Effectiveness Survey (Upward Feedback)

This class of information contains employees' attitudes regarding Legal Services Sector management effectiveness with regards to work supervision, communications, training and development. The results of questionnaires serve as a catalyst to improve management practices within work units. Information from the questionnaires without respondent identifier is retrievable by location (client department) except for units having five employees or less, in which case the information is available by groups of three units without respondent identifier.

Manuals

- Access to Information and Policy Administrative Procedures Manual
- Administrative Records Manual
- Administrative Services Manual, Volumes I and II
- Civil Litigation Desk Book
- Correspondence Manual
- Department of Justice Desk Book
- Financial Management and Accounting Procedures Manual
- Legislation Desk Book
- Personnel Administration Manual
- Security Services Manual
- Tax Litigation Desk Book
- Contracting for Services Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

The headquarters of the Department is located in Ottawa, where additional information about the Department may be obtained:

Communications and Public Affairs
1st Floor, Justice Building
239 Wellington Street
Ottawa, Ontario
K1A 0H8
(613) 957-4222

Regional Offices

There are nine regional offices, one in each of Vancouver, Edmonton, Saskatoon, Winnipeg, Toronto, Montreal, Halifax, Yellowknife and Whitehorse where further information may be obtained.

Reading Room

In accordance with the Access to Information Act, an area on the premises of this institution has been designated as a reading room. The address is :

4th Floor, Justice Building,
239 Wellington Street,
Ottawa, Ontario.

Department of the Secretary of State of Canada

Chapter 40

General Information

Background

The Department of the Secretary of State of Canada was established in 1868 as the official channel of communications between the new Dominion of Canada and the United Kingdom.

Responsibilities

The Department of the Secretary of State of Canada is responsible for the following areas: Official languages and translation – to encourage the use of the two official languages in Canadian society, reinforce the equal status of both languages, and provide translation and interpretation services in all languages in accordance with the needs of Parliament, the government and its agencies; Education support – to provide payments to the provinces and territories for post-secondary education, manage the Canada Student Loans Program, promote Canadian Studies and help represent Canadian interests in education at the international level; state ceremonial – to advise in matters of state protocol and to manage state ceremonial and events; the status of disabled persons – to promote the integration and quality of life of disabled citizens; Native citizens – to support Canada's Aboriginal peoples in their efforts to resolve social, cultural, political and economic issues; the women's program – to provide advice, information and financial help to voluntary organizations working to promote women's equality; and youth participation – to promote young people's involvement in Canadian society with particular emphasis on exchanges and forums that bring together youth from both official language groups and different ethnocultural backgrounds, as well as native, economically disadvantaged and disabled youth.

Legislation

- Appropriation Act No.3, 1976, Vote 65 (Re: Advisory Council on the Status of Women) S.C. 1974-75-76, c. 102 An Act to incorporate the Jules and Paul-Emile Léger Foundation, S.C. 1980-81-82-83, c. 25
- An Act to provide for the recognition of the Beaver (castor canadensis) as a symbol of the sovereignty of Canada, S.C. 1974-75-76, c. 35
- Canada Student Loans Act, R.S.C. 1985, c. S-23, and Regulations
- Corrupt Practices Inquiries Act, R.S.C. 1985, c. C-45
- Department of State Act, R.S.C. 1985, c. S-17
- Disfranchising Act, R.S.C. 1985, c. D-3
- Dominion Controverted Elections Act, R.S.C. 1985, c. C-39
- Federal-Provincial Fiscal Arrangements and Federal Post-Secondary Education and Health Contributions Act, R.S.C. 1985, c. F-8, section 20, 21 (re: Post-Secondary Education Financing Program)
- Financial Administration Act, R.S.C. 1985, F-11, section 2 (Secretary of State, appropriate Minister with respect to the Public Service Commission and the Office of the Coordinator, Status of Women)
- Holidays Act, R.S.C. 1985, c. H-5
- Laurier House Act, R.S.C. 1952, c. 163
- National Anthem Act, R.S.C. 1985, c. N-2
- National Flag of Canada Manufacturing Standards Act, R.S.C. 1985, c. N-9
- Official Languages Act, S.C. 1988, c. 38 (Part VII Advancement of English and French)
- Public Service Employment Act, R.S.C. 1985, c. P-33
- Social Sciences and Humanities Research Council Act, R.S.C. 1985, c. S-12
- Translation Bureau Act, R.S.C. 1985, c. T-16, and Regulations

Organization

Official Languages and Translation

The Official Languages and Translation Sector fosters a better appreciation among Canadians of the linguistic duality of Canada by contributing to effective communication in both official languages within the federal public service, and between the public service and the general public. It assists in the implementation and the delivery of adequate services to official minority groups by provincial, territorial and municipal authorities as well as by the private sector.

■ Promotion of Official Languages Branch

The Branch fosters and supports the development of the official language minorities in Canada, and promotes the recognition and the use of French and English in Canadian society. It assists official language minorities to establish and maintain their own organizations and institutions in order to help them participate, in their own language, in every aspect of Canadian society. It co-operates with the provincial, territorial and municipal governments, as well as other Canadian institutions, to promote the progress of both official languages as well as the development of official language communities by offering French and English services. It favours and encourages a wider acceptance and appreciation of both languages by all Canadians, as well as a better understanding among the Canadian official language communities. In addition, it co-operates with the private and voluntary sectors to offer French and English services and to foster the recognition and use of both official languages.

Terminology and Linguistic Services Directorate: Responsible for terminology, the linguistic databank TERMIUM, translator training and translation quality evaluation.

■ Translation Operations Branch

The Branch provides translation and interpretation services in both official languages and in over seventy other languages, including sign language, to Parliament, the courts, official conferences and government departments.

■ Planning, Management, and Technology Branch

The Branch provides management services including planning, policy development and evaluation, management information and administrative services. It also provides advice in the field of technology and assists in implementing appropriate technology in the sector.

Education Support

■ Policy, Analysis and Liaison Branch

The Branch administers post-secondary education payments to the provinces and territories under the Federal-Provincial Fiscal Arrangements Act and the Federal Post-Secondary Education and Health Contributions Act (1977). It co-operates with the Department of External Affairs in ensuring the effectiveness of Canada's participation in international educational activities. It conducts research and analysis in support of the development of a national education policy. It develops responses to questions from institutions related to education, from Parliament and from the public. It works with Statistics Canada to collect statistics concerning education, maintains a database on information relevant to education, consults with federal and provincial departments, and produces an annual report to Parliament on Federal and Provincial Support to Post-Secondary Education in Canada. The Branch consists of three directorates: Policy and Analysis, Liaison and Canadian Studies:

Canadian Studies Directorate: In order to encourage Canadians to learn about Canada, provides advisory and financial assistance to individuals, organizations, private sector companies and corporations, and educational institutions working to advance the field of Canadian studies. The Directorate administers a series of programs to support the development of Canadian studies learning materials in a number of specific content areas considered to be underdeveloped or neglected in the field, and to encourage greater private sector funding of Canadian studies projects.

Student Assistance Branch: Manages the Canada Student Loans Program (CSLP). Established in 1964, the program is designed to make post-secondary education more accessible to Canadians by providing loans to full-time students, an interest relief program for unemployed and temporarily disabled ex-borrowers, and a provision to allow the forgiveness of loans to permanently disabled borrowers. The Branch also conducts research and analysis on the needs of Canadian post-secondary students for financial assistance. The Branch answers questions on student assistance from members of Parliament, interest groups and the public. It consults with interest groups (through a national advisory group) and provincial directors of student aid (through the Intergovernmental Consultative Committee).

Official Languages in Education Directorate: Promotes, encourages and assists the development and provision of education in the language of the official language minority community of each province and territory, and provides opportunities for Canadians to learn their second official language. Under a Protocol of Agreements signed between the Government of Canada and the Council of Ministers of Education, Canada, bilateral agreements are concluded with each province and territory. Under the agreements, support is provided for the main following expenditures categories: Infrastructure Support, Program Expansion and Development, Teacher Training and Development, and Student Support. The Protocol of Agreements also provides for the funding of two national programs: The Summer Language Bursary Program and the Official-Language Monitor Program. Under the Language Acquisition Development Program, financial assistance is provided to volunteer organizations, professional associations, and Canadian institutions for antional projects aimed at informing the public on official languages in education or at developing techniques for teaching the official languages. This assistance supplements the agreements on official languages in education. Through the Queen Elizabeth Silver Jubilee Endowment Fund, scholarships are awarded to university students who wish to pursue studies in their second official language.

Citizenship

The Citizenship Sector comprises major activities that help individuals and organizations participate more fully in our society and enjoy the benefits of Canadian citizenship. It includes Citizenship Coordination, Social Development, Human Rights and the National Literacy Program.

■ Citizenship Coordination

The Policy Coordination, Analysis and Management Systems Branch provides policy, planning and administrative support to the Social Development Programs in Secretary of State and to the Citizenship Programs in Multiculturalism and Citizenship.

Branch's Policy and Planning Directorate: Consults with and provides advice on policy directions to managers, as well as executive support on policy matters. It liaises with other sectors of the Department, central agencies and other departments and agencies. It coordinates planning, preparation of Cabinet memoranda, Treasury Board submissions and briefings to the Minister and senior management.

Social Trends Analysis Directorate: Collects and analyses information on major social trends in Canadian society, undertakes new research in support of policy development, and develops joint research with Social Development and Citizenship Programs. It collaborates with national and international organizations conducting social science or statistical research.

Secretariat and Systems Unit: Responsible for systems and procedures used to process grants and contributions in both Departments.

■ Social Development

Social Development assists Canadians to achieve more equitable and equal access to all spheres of activity in Canadian society and to fully participate in shaping the social, cultural, political and economic environment that affects them. Emphasis is on the provision of financial, technical and advisory assistance through the following programs:

Women's Program: Responsible for providing financial and technical assistance to voluntary organizations working towards equality for women. Its objectives are: To increase public understanding in order to encourage action on women's equality issues; to promote the organizational development of women's groups in order to increase their effectiveness in working towards equality for women; and to promote action by institutions to incorporate women's equality issues in their decision-making structures, policies and programs.

Status of Disabled Persons Secretariat: Promotes a collaborative partnership among federal and provincial governments, business, labour, religious institutions, academics, service providers and disabled persons. It plans and co-ordinates federal government initiatives, such as the national action plan in response to the United Nations World Program of Action concerning Disabled Persons, and the response to reports of the Standing Committee on Human Rights and the Status of Disabled Persons.

Disabled Persons Participation Program: Offers financial and technical assistance in support of the activities of voluntary organizations of disabled persons. It consists of three elements: representation, access and community options.

Native Citizens Directorate: Co-ordinates and administers programs that serve organizations of Status Indians, Non-Status Indians, Métis and Inuit. A consistent feature in all programs is that projects are community-based, initiated and managed by aboriginal people. The Directorate provides assistance through the Native Friendship Centre Program, the Northern Native Broadcast Access Program, the Aboriginal Representative Organizations Program, the Aboriginal Women's Program, the Native Social and Cultural Development Program. The Directorate also administers two Aboriginal Languages Agreements with the governments of the Northwest Territories and the Yukon.

Youth Participation Directorate: Encourages and facilitates the participation of young people aged 14 to 22 years in Canadian society. The Open House Canada Program provides financial support to a number of national non profit organizations to cover the travel costs for student exchanges and national forums. The Directorate is also responsible for coordinating Canada's participation in the Commonwealth Youth Program.

Management Practices

The sector is charged with developing and maintaining a management system that serves the needs of Departments. It consists of two branches and two directorates.

■ Finance Branch

The Branch is responsible for financial controls and for providing services and advice to management to ensure that the financial directives and regulations are respected. It is also responsible for operational planning.

■ Informatics and Administrative Policies and Services Branch

The Branch is responsible for developing, implementing and monitoring departmental administrative and informatics policies. The Branch provides the following departmental services: service contracts, records management, data processing, telecommunications, office automation systems, security, library, mail and accommodation. It administers the Access to Information Act and the Privacy Act.

■ Internal Audit Directorate

The Directorate carries out periodic, objective reviews of all departmental programs, operations and management systems to determine their efficiency and cost-effectiveness. It recommends, to the Under Secretary of State and departmental managers, corrective measures to improve operations.

■ Management Improvement Directorate

The Directorate provides senior management with management analysis services for initiatives of departmental concern.

Personnel Administration

The Branch provides personnel services and advises managers on all matters involving human resource management.

Corporate Policy and Public Affairs

This sector is responsible for corporate policy, strategic planning, coordination of departmental research, liaison and policy functions associated with federal-provincial relations and international affairs, communications, legal services to the Department, evaluation of policies and programs, state ceremonial functions, and the provision of services such as ministerial correspondence and briefing notes, through the Corporate Secretariat.

■ Corporate Policy Branch

The Branch carries out its responsibilities for policy development and analysis of social policy issues. It prepares the Environmental Size-up, Strategic documents as well as Cabinet proposals and substantive analyses for the Secretary of State and the Under Secretary of State on numerous policy issues and proposals. It also coordinates research and projects involving multilateral and bilateral coordination, either between departments or at the international level.

■ Corporate Secretariat

The Secretariat provides a range of services to the offices of the Secretary of State and the Under Secretary of State, as well as to the Department's senior management. These include writing and advisory services in the area of ministerial correspondence, analysis and advisory services relating to policy development activities, parliamentary liaison and briefings, coordination of briefings for ministerial travel and meetings, and the provision of secretariat services to the Executive Committee of the Department.

■ Program Evaluation Directorate

The Directorate reports on the efficiency and effectiveness of the Department's activities in order to provide the Department with timely and objective information useful in making decisions about program continuance, resource allocation and accountability, and to recommend improvements in planning, program design and policy development.

■ Legal Services

Legal services are provided by lawyers from the Department of Justice who offer program managers a wide range of services, including preparing opinions on the laws administered by the Department, editing regulatory texts and giving advice on policies being developed. In addition to serving managers, lawyers participate in legal training sessions for newly appointed citizenship judges.

■ Communications Branch

The Branch develops, coordinates, manages and implements corporate public affairs and communications plans for all sectors of the Department. Its services include strategic and tactical communications counsel, advice and planning, full-service public relations consulting, writing, editing, graphic design, publishing, audio-visual presentations, exhibitions, advertising and internal communications. It is responsible for media relations, distribution of information about the Department, responses to public enquiries, national distribution of public information materials, special events and communications support of all types.

■ State Ceremonial Branch

The Branch promotes national symbols (Canadian flag, national anthem) to increase their visibility through the development and distribution of brochures and through the administration of a gift bank containing gifts which reflect Canadian crafts. It participates in the organization of ceremonies and celebrations to commemorate events of national significance including Canada Day. It also supports the role of the Crown in Canada through the organization of visits to Canada by Members of the Royal Family, the administration of the obligations of the federal government to the offices of the lieutenant governors including salaries, travel and hospitality expenses, and the provision of advice on the exercise of royal prerogatives; and it administers the Canadian Exhibit Program to coordinate the participation of the Government of Canada in national exhibitions and regional fairs.

Regional Operations

Regional Operations manages the Department's programs in all regions, focusing special attention on the individual needs of each region. It manages the resources and activities of nine regional offices, one provincial office, seventeen local offices, seven translation services and thirty-two citizenship registration offices. Under agreements signed with departmental programs, Regional Operations manages citizenship promotion and registration activities, including the operations of the Canadian citizenship courts; administers grants and contributions to provincial, regional or local associations for all departmental programs administered at the regional level, and ensures certain translation services in liaison with provincial and local governments.

Information Holdings

Program Records

Administration

Description: Information concerning the administration of Departments. *Topics:* Planning, audit, etc. *Program Record Number:* SEC ARO 095

Canadian Studies

Description: Information concerning the activities of the Canadian studies Directorate, as well as technical and financial support provided to individuals, organizations, private sector companies and corporations and educational institutions aimed at promoting Canadian studies. *Topics:* Canadian studies – general; The Uniqueness of Canadian Society; The Media in Canadian Society, Canadian Comparisons; Canada in the World; Science in a Canadian Context; Print Learning Materials Development; Film and Audio-Visual Learning Materials Development; Computer-based and assisted Learning Materials Development; Open Learning Materials Development; Matching of Private Sector Support for Canadian studies; Publications pertaining to Canadian studies. *Program Record Number:* SEC CCP 085

Native Citizens

Description: Information concerning grants, advice and the administration of five support programs dealing with social, cultural, political and economic issues and research offered to native organizations. *Topics:* Native citizens – general; agreements and treaties; committees; conferences and meetings; communications; discrimination and human rights; education, health and welfare; employment; summer job corps; evaluation and review; friendship centres; funding; health services; housing; land claims; constitutional issues; laws; urban and migrating native peoples; non-government native organizations; policy development; reports and studies; research; language retention; social and cultural development; sports; statistics and surveys; women; youth. *Program Record Number:* SEC CCP 070

Official Languages Communities

Description: Information on the services provided to official language community groups, including funding to voluntary organizations, to establish and maintain their organizations. *Topics:* Development of institutional services for the minority; redress activities and promotion for access of minority groups to educational, health, sports, leisure and telecommunications services; maintenance and development of services provided directly by minority community organizations. ***Program Record Number:*** SEC OLP 025

Official Languages in Education

Description: Information pertaining to education in the language of an official language minority community and the teaching of the second official language. ***Topics:*** Development of bilingualism; Bilingualism and Biculturalism Royal Commission; information – program and publicity; Official Languages in Education; summer language bursary program; official language monitor program; educational forum; correspondence with the public and educational institutions; provincial bilingual studies; private schools policy; elementary and secondary levels – federal-provincial conferences; post-secondary and teacher training levels; adult education language programs; specific projects and activities, cost-shared by province and territory; language research – general, conferences, co-operation with institutions and organizations, projects, general enquiries, relations with national and inter-provincial organizations; protocol of agreements between the government of Canada and the Council of Ministers of Education, Canada (CMEC) and bilateral agreements between the government of Canada and provincial/territorial governments, for minority-language education and second-language instruction. ***Program Record Number:*** SEC ESP 030

Post-Secondary Education Support

Description: Information on the federal government's education policies and programs, including fiscal arrangements and communication with the provinces and territories, post-secondary educational institutions and non-government organizations; information on Canada's participation in international educational activities. ***Topics:*** Education – general; acts, bills, legislation and regulations; adult education; centres of specialization; commissions, committees, conferences, OECD, UNESCO; education policy, accountability, equalization, organizations; financing and funding – general; educational grants; established program financing; Federal-Provincial Fiscal Arrangements Act; provincial-territorial liaison (by province and territory); federal liaison (other departments); international liaison; research; studies and surveys; statistics; student summer employment. ***Program Record Number:*** SEC ESP 005

Promotion of Official Languages

Description: Information on the Promotion of Official Languages Program, which provides funding and technical support to organizations in the private sector and to provinces and territories. ***Topics:*** Promulgation and implementation of laws recognizing the equal status of both official languages; fostering a national awareness of linguistic duality; introduction of linguistic reforms within the activities carried out by organizations, voluntary and private sector establishments and the provinces and territories. ***Program Record Number:*** SEC OLP 020

State Ceremonial

Description: Information concerning State Ceremonial activities. ***Topics:*** State Protocol and Special Events – general; anthems; patriotic songs; arms; arms of Canada; ceremonies and celebrations; state funerals; emblems, seals and official symbols; flags; gifts from Canada; Governor General; Parliament; Parliament Hill; provincial administrators; provincial speeches from the Throne; provincial statutes; lieutenant-governors; royalty; royal visits; use of Crown as a symbol; royal patronage; royal photographs; use of prefix royal; use of names of members of the Royal Family; salute and saluting; titles; Canadian achievements; anniversaries. ***Program Record Number:*** SEC CPP 040

Status of Disabled Persons

Description: Information relating to the planning of federal initiatives and activities coordinated by the Status of Disabled Persons Secretariat. ***Topics:*** Disabled persons – general; employment; equipment and technical aids; non-government organizations; hearing disabilities; physical disabilities; sight disabilities; psychiatric disabilities; mental disabilities; learning disabilities; Directory of Federal Services for the Handicapped and Disabled; Obstacles Report; World Program of Action concerning disabled persons. ***Program Record Number:*** SEC CCP 080

Student Assistance

Description: Information on assistance to students at the post-secondary level through the Canada Student Loans Program. ***Topics:*** Student Assistance – general; Canada Student Loans (C.S.L.); legislation; federal-provincial co-operation on student assistance correspondence; publications; reports and returns; forms; financial; statistics; procedures; committees; studies; C.S.L. criteria; scheduling; guaranteed loans full and part-time studies; interest relief; aid to disabled students. ***Program Record Number:*** SEC ESP 010

Translation Bureau

Description: Information on translation services, simultaneous interpretation, sign language service and other linguistic services, notably terminology, training and translation quality evaluation provided to government institutions. ***Topics:*** General; associations and organizations; bilingualism; conferences and seminars; Translation Operations Branch; Departmental Translation and Interpretation Services Directorate; Central Services Directorate; Quebec Services Directorate; Parliamentary Translation and Interpretation Directorate; Multilingual Translation Directorate and Management Services Directorate; Strategic Planning and Communications Directorate; Human Resources Directorate; Planning, Management and Technology Branch; Terminology and Linguistic Services Directorate (Terminological information, training, development and linguistic quality, research and language advisory services). ***Program Record Number:*** SEC OLP 015

Women's Program

Description: Information concerning the promotion of women and financial assistance to voluntary associations working to improve the status of women in Canada. *Topics:* Women's Program – general; communications and media relations; consultants and consultations; conferences, meetings and seminars; discrimination and human rights; employment – affirmative action; International Women's Year – general, conferences and seminars, Interchange 75; non-government women's organizations, associations, centres and groups; regional grants; regional offices; reports and studies; Status of Women – general, plan of action, other government departments, municipalities and agencies, action research. ***Program Record Number:*** SEC CCP 055

Youth Participation

Description: Information relating to policies and programs aimed at young Canadians. ***Topics:*** Youth – general; Open House Canada; Commonwealth Youth Program; International Youth Year (1985); Youth Employment Programs – general. ***Program Record Number:*** SEC CCP 065

Personal Information Banks

■ Administration and Central Services

Access Request Data Bank

Description: This bank contains the request forms sent by individuals requesting access under the Access to Information Act and Privacy Act to departmental records, the replies to such requests and information related to their processing. ***Class of Individuals:*** Members of the public. ***Purpose:*** The information contained in this bank is used for processing requests for departmental records and for administering the Access to Information Act and the Privacy Act within the Department. ***Retention and Disposal Standards:*** Files are kept for two years. ***TBS Registration:*** 000482 ***Bank Number:*** SEC PPU 015

Competition Files

Description: This bank exists to record and provide information relating to any competition which is open to persons outside the Public Service of Canada and is administered by the Public Service Commission for the Department of the Secretary of State of Canada. The data includes job description, request to staff, job profile, candidate's application, statement of qualifications, notices to candidates, offers of employment, board reports, eligibility lists and competition papers. ***Class of Individuals:*** Persons outside the Public Service of Canada. ***Purpose:*** The bank is used to provide information relating to all competitions administered by the Public Service Commission so that the most meritorious candidate is selected. ***Retention and Disposal Standards:*** Records are retained for two years following the year in which the board was held. ***TBS Registration:*** 000481 ***Bank Number:*** SEC PPU 010

Contractors Inventory

This data bank is used to provide information on the qualifications and experience of firms and individuals wishing to obtain contracts with the Department. Firms and individuals are required to complete an application for the Contractors Inventory before a contract can be awarded. Information contained includes: Firm-ownership, principals and associates; geographical location; resources; professional competence; fields of professional expertise; experience; and language capabilities. Records also include evaluations of the quality of work. Information pertains to contractors dealing with the Department. The bank enables the Service Contracts Directorate to select contractors who specialize in the area appropriate to the work to be performed. The list of firms and individuals may be made available to other federal government institutions for the purpose of awarding contracts. Files are deleted from the data bank two years after they become inactive. ***Program Record Number:*** SEC PPU 005

Personal Information Disclosed to Federal Investigative Bodies

Description: This bank was established in accordance with subsection 8(4) of the Privacy Act. It contains the requests received from authorized federal investigative bodies for personal information pursuant to paragraph 8(2) (e) of the Privacy Act, replies to such requests and information related to their processing. Requests are considered only from investigative bodies specified in the Privacy Act regulations, for the purpose of enforcing a law of Canada or a province, or carrying out a lawful investigation. ***Class of Individuals:*** Individuals about whom personal information has been requested pursuant to paragraph 8(2)(e) of the Privacy Act by federal investigative bodies. ***Purpose:*** The information contained in this bank is used for processing requests for personal information pursuant to paragraph 8(2)(e) of the Privacy Act and for administering this aspect of the Act. ***Retention and Disposal Standards:*** Records are retained for two years. ***TBS Registration:*** 000483 ***Bank Number:*** SEC PPU 020

■ Education Support

Canada Student Loans Claims Files (Individual)

Description: This bank serves as a manual control file on borrowers who have defaulted on their student loan and where the government has paid the lender in accordance with the Canada Student Loans Act, or on any individual who has written to the program for any reason. Data content includes original loan documentation, correspondence, and information on the personal circumstances related to the default of the borrower. Individuals seeking access to this information bank must provide name, social insurance number and date of birth. ***Class of Individuals:*** Individuals with Canadian citizenship or landed immigrant status at the time of loan authorization. ***Purpose:*** To provide legal basis for collecting debts due the Crown. Social insurance numbers may be verified with the Canada Employment and Immigration Commission. ***Consistent Uses:*** For the purpose of administering the Canada Student Loans Act, information may be made available to provincial authorities, chartered banks and authorized lenders. Information may also be made available to designated agents of the Student Assistance Directorate (e.g. collection agencies, Department of Justice, federal departments and others) to assist in the recovery of debts owed to the Crown. ***Retention and Disposal Standards:*** Records are retained for 35 years after the file is no longer active. ***TBS Registration:*** 000484 ***Bank Number:*** SEC PPU 025

Canada Student Loans Computer Claim Master File

Description: The bank serves as a control file for borrowers who have defaulted on their student loan and where the government has paid the lender in accordance with the Canada Student Loans Act. Data include social insurance number, name, date of birth, sex and detailed information concerning the default. Individuals seeking access to this information bank must provide name, social insurance number and date of birth. ***Class of Individuals:*** Individuals with Canadian citizenship or landed immigrant status at the time of loan authorization. ***Purpose:*** The bank is used to monitor activity on a defaulted borrower's account. Social insurance numbers may be verified with the Canada Employment and Immigration Commission. ***Consistent Uses:*** For the purpose of administering the Canada Student Loans Act, information may be made available to provincial authorities, chartered banks and authorized lenders. Information may also be made available to designated agents of the Student Assistance Directorate (e.g. collection agencies, Department of Justice, federal departments and others) to assist in the recovery of debts owed to the Crown. ***Retention and Disposal Standards:*** Records are retained 10 years after activity ceases. ***TBS Registration:*** 000486 ***Bank Number:*** SEC PPU 035

Canada Student Loans (Full-time) Computer Loans Master File

Description: Under the Canada Student Loans Act, the federal government guarantees repayment of and pays interest subsidies on loans made by chartered banks and other authorized lenders to qualifying full-time students at post-secondary institutions. Canada Student Loans are authorized by all provinces except Quebec and the Northwest Territories which have chosen to operate their own loans programs. Data include name, social insurance number, date of birth, sex, marital status and loan information. Individuals seeking access to this information bank must provide name, social insurance number and date of birth. ***Class of Individuals:*** Individuals with Canadian citizenship or landed immigrant status at the time of loan authorization. ***Purpose:*** This information bank is used to monitor loan disbursements and repayments to enable interest subsidies to be paid. Social insurance numbers may be verified with the Canada Employment and Immigration Commission. ***Consistent Uses:*** For the purpose of administering the Canada Student Loans Act information may be made available to provincial authorities, chartered banks and authorized lenders. Information may also be made available to designated agents of the Student Assistance Directorate (e.g. collection agencies, Department of Justice, federal departments and others) to assist in the recovery of debts owed to the Crown. ***Retention and Disposal Standards:*** Input documents are retained for 10 years and computer records are retained for 60 years from the date of entry to the database. ***TBS Registration:*** 000485 ***Bank Number:*** SEC PPU 030

Canada Student Loans (Part-time) Computer Loans Master File

Description: Under the Canada Student Loans Act, the federal government guarantees repayment of loans made by chartered banks and other authorized lenders to qualifying part-time students. Part-time Canada Student Loans are authorized by all provinces except Quebec and the Northwest Territories. Data includes name, social insurance number, date of birth, sex, marital status and loan information. Individuals seeking access to this information bank must provide name, social insurance number and date of birth. ***Class of Individuals:*** Individuals with Canadian citizenship or landed immigrant status at the time of loan authorization. ***Purpose:*** The information bank is used to monitor loans disbursements. Social insurance numbers may be verified with the Canada Employment and Immigration Commission. ***Consistent Uses:*** For the purpose of administering the Canada Student Loans Act, information may be made available to provincial authorities, chartered banks and authorized lenders. Information may also be made available to designated agents of the Student Assistance Directorate (e.g. collection agencies, Department of Justice, federal departments and others) to assist in the recovery of debts owed to the Crown. ***Retention and Disposal Standards:*** Input documents are retained for 10 years and computer records are retained for 60 years from the date of entry to the database. ***TBS Registration:*** 000487 ***Bank Number:*** SEC PPU 040

Canada Student Loans Interest Relief Computer Database

Description: Under the Canada Student Loans Program, borrowers who are Canadian residents who are unable, because of unemployment or illness, to repay their Canada Student Loans without financial hardship may apply for up to 18 months interest subsidy which is paid by the federal government. Data includes name, social insurance number, date of birth, sex, marital status, address, family income and size, reasons for application and loan data. Individuals seeking access to this information bank must provide name, social insurance number and date of birth. ***Class of Individuals:*** Individuals with Canadian citizenship or landed immigrant status at the time of loan authorization. ***Purpose:*** This information bank is used to assess eligibility for the plan and to monitor payments to lenders. Social insurance numbers may be verified with the Canada Employment and Immigration Commission. ***Consistent Uses:*** For the purpose of administering the Canada Student Loans Act, information may be made available to chartered banks and authorized lenders. Information may also be made available to designated agents of the Student Assistance Directorate (e.g. collection agencies, Department of Justice, federal departments and others) to assist in the recovery of debts owed to the Crown. ***Retention and Disposal Standards:*** Input documents are retained for 10 years and computer records are retained for 60 years from the date of entry to the database. ***TBS Registration:*** 000488 ***Bank Number:*** SEC PPU 045

Classes of Personal Information

In the course of conducting the programs and activities of the Department, categories of personal information may be accumulated which are not contained in the specific personal information banks previously described in this entry. Such personal information includes requests for information and publications, research proposals, expressions of public support, comments and suggestions, requests for funding and assistance, and complaints. This information is stored as part of the general subject files, the records of which are not normally retrievable by name of individual or other personal identifier. Specifics must be provided concerning the subject matter, related program activity, as well as the date on which the information was received by the Department and to whom it was addressed.

The personal information contained in these subject files is retained for the same period of time as the related subject information and is disposed of according to the appropriate subject records schedules.

Manuals

(Education Support)

- Canada Student Loans Program: Guide for Lenders
- Canada Student Loans Program: List of Eligible Institutions
- Canada Student Loans Program: List of Specified Educational Institutions

(Official Languages)

- Translation Bureau Manual

(Citizenship)

- Grants and Contributions Manual

(Administration)

- Access to Information and Privacy Acts Employee Guide
- Administrative Services Manual
- Audit Manual
- Departmental Access to Information and Privacy Acts Policies and Procedures Handbook
- Departmental File Classification Manual
- Departmental Information Collection and Public Opinion Research Policies Handbook
- Departmental Library Policies and Services Handbook
- Departmental Mail and Courier Services Policies and Procedures Handbook
- Departmental Records Management Services Desk Guide
- Departmental Users Guide to the File Classification System
- Evacuation Procedures for Mobility Impaired Persons
- Financial Coding Manual
- Financial Management Guide
- Fire Emergency Officer Manual
- Fire Safety Plan
- Guide to Departmental Mail Services
- Health and Safety Manual
- Information Collection and Public Opinion Research Desk Guide
- Information Designation and Classification Guide
- Information Resource Services Directorate Guide to Services
- Personnel Manual
- Personnel Security Guide
- Security Policy Manual
- The Departmental Policy on Informatics

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the department and its programs and activities may be directed to:

Publications/Enquiries
Communications Branch
Department of the Secretary of State of Canada
25 Eddy Street, 10th floor
Hull, Quebec
(Mail: Ottawa K1A 0M5)
(819) 997-0055

Reading Room

The Departmental Library has been designated under the Access to Information Act as a public reading room. Its address is:

2nd Floor, 15 Eddy Street,
Hull, Quebec.
It is open weekdays from 08:30 to 17:00.

Departmental manuals are available for consultation in regional offices at the addresses listed below. Manuals are also available at local offices in the regions – addresses and telephone numbers can be obtained from the appropriate regional office. A Telephone Device for the Deaf (T.D.D.) telephone number is listed where this service is available.

Newfoundland and Labrador Region

Regional Office:
215 Water Street
Atlantic Place,
Box 75
St. John's, Newfoundland
A1C 6C9
(709) 772-2483

Nova Scotia Region

Regional Office:
5281 Duke Street
Halifax, Nova Scotia
B3J 3M1
(902) 426-4334
(902) 426-9522 (T.D.D.)

New Brunswick and P.E.I.

Regional Office:
860 Main Street, Suite 504
Moncton, New Brunswick
E1C 1G2

(506) 857-7066
(506) 857-6988 (T.D.D.)

Quebec Region

Regional Office:
Guy Favreau Complex
West Tower, 10th floor
200 René-Lévesque Boulevard West
Montreal, Quebec
H2Z 1X4

(514) 283-5797

Ontario Region

Regional Office:
25 St. Clair Avenue East, Suite 200
Toronto, Ontario
M4T 1M2

(416) 973-8204

Manitoba Region

Regional Office:
303 Main Street, Room 201
Winnipeg, Manitoba
R3C 3G7

(204) 983-6061
(204) 983-0050 (T.D.D.)
(204) 983-3782 (court)

Saskatchewan Region

Regional Office:
2101 Scarth Street, Room 200
Regina, Saskatchewan
S4P 2H9

(306) 780-5543
(306) 780-7289 (T.D.D.)
(306) 780-5535 (court)

Alberta and Northwest Territories Region

Regional Office:
Canada Place
9700 Jasper Avenue, Suite 220
Edmonton, Alberta
J5J 4C3

(403) 495-3350
(403) 495-3355 (court)

Pacific Region

Regional Office:
1525-8th Avenue West, Room 207
Vancouver, British Columbia
V6J 1T5

(604) 666-0176

Economic Council of Canada

Chapter 41

General Information

Background

The Economic Council of Canada is an independent research and advisory body established by Parliament in 1963 with broad terms of reference to study and report on a wide range of matters relating to Canada's economic development.

The Act stipulates that the Council is to advise the government on "how Canada can achieve the highest possible levels of employment and efficient production in order that the country may enjoy a high and consistent rate of economic growth and that all Canadians may share in rising living standards."

By mid-1966 the Council had developed a staff of about 100, including some 40 research officers drawn from federal and provincial departments and agencies, business firms, labour organizations, universities and international institutions. The Council itself was comprised of 28 members representing all regions of Canada and most socio-economic interest groups, with three acting in a full-time capacity – the Chairman and two deputy chairmen. The size of staff has varied over the years, with the introduction and termination of special references to the Council playing a major influence. As well, the in-house capacity of the Council to model, monitor and analyze the workings of the economy has been built up over time. The Council's staff complement varies between 120 and 125. Council membership currently numbers 24, including the three full-time members. The Council has three principal functions, namely:

- to conduct economic analyses and undertake studies with a view to providing a greater understanding of the workings of the Canadian economy and its prospects for the future;

- to make recommendations to government and the private sector on economic policy measures to improve Canada's economic performance;

- to educate and inform the Canadian public on economic problems and to stimulate, through the media and other forums, public discussion of policy solutions and economic strategies.

Legislation

- Economic Council of Canada Act, 1963
- By-laws of the Economic Council of Canada

Organization

The Council is made up of an appointed board of three full-time members and up to twenty-five other members. The full-time members, the Chairman and two deputy chairmen manage a staff of economists and research support personnel. There are two organizational aims: research operations, subdivided on a project team basis to manage ongoing research, and research support, which includes all publications activities, informatics, library services, public affairs, planning and coordination, finance, administration and personnel. The research support units (with the exception of Public Affairs) report, through the Council Corporate Secretary, to the Chairman. Each research project team reports to the Chairman through the deputy chairman. In special circumstances, certain research initiatives may be placed under the direct responsibility of the Chairman.

Information Holdings

Program Records

Asia Pacific Rim
Description: A joint study with the Thailand Development Research Institute (TDRI) focused on Canada's economic relations with the Asia Pacific region. ***Program Record Number:*** ECC CRA 185

Competitiveness and Trade Performance
Description: This study exploits a comprehensive new world trade database in order to analyze the historical evolution of Canada's trade by country and by commodity. It compares the competitiveness of Canadian industry with that of other industrialized countries and of some of the newly industrialized economies. This requires new and more comprehensive measures of competitiveness. The study also examines the trends in Canada's international commercial relations. As well, it analyzes the extent of tariff and non-tariff barriers by country and by commodity. ***Program Record Number:*** ECC CRA 190

Education
Description: The project focuses on the ability of our education and training systems to meet a critical challenge and on Canada's ability to pursue vigorously a range of actions to enhance productivity and competitiveness and thereby ensure survival and prosperity in the global economy. While it is clearly understood that the goals of education are extremely broad, this project concentrates primarily, although not exclusively, on economic factors. The quality and efficacy of the education system constitutes a primary focus. ***Program Record Number:*** ECC CRA 195

Employment and the Service Economy
Description: The focus is on the changing industrial structure and its implications for the labour market and employment policy. ***Topics:*** Employment growth in service industries; the quality of new jobs; earnings distribution trends; training and education issues; and unionization in

service industries. ***Program Record Number:*** ECC PRA 310

Energy

Description: Research and unpublished material relating to the Council consensus document, Connections: An Energy Strategy for the Future. ***Topics:*** World and domestic supplies of, and demand for, various forms of energy; the policy setting in which energy is produced and consumed; energy conservation and substitution; and designs for new energy strategies. ***Program Record Number:*** ECC PRA 265

Explorations

Description: Preliminary investigation of various economic issues to determine their nature, scope and pertinence to the Council's future research program and organization of colloquia to address major economic, social and environmental issues not currently being researched in depth by ongoing research groups. ***Topics:*** Mergers and acquisitions; health care in Canada; financial regulations; environmental policy; agriculture; industrial policy and work and family. ***Program Record Number:*** ECC CRA 120

Financial Institutions

Description: Research and background material concerning the efficiency of the financial sector as it relates to the sector's contribution to economic growth and social development. ***Topics:*** Solvency and stability; concentration; ownership; investment powers; organization; conflict of interest; self-dealing; supervision; deposit insurance; contribution to economic growth and regional development; operations; and regulatory aspects. ***Program Record Number:*** ECC PRA 201

Future of the Prairie Grain Economy

Description: At the request of the Prime Minister, the Economic Council of Canada is undertaking a comprehensive review of the issues and options confronting Prairie agriculture in view of the current severe problems besetting the western grain economy. ***Topics:*** The management of resources for grain production; the feasibility of developing policies to handle price and income instability; the type of farming which will be needed in future to cope with trade uncertainties; and the future of Prairie agriculture and the development and streamlining of policies to deal with that future. ***Program Record Number:*** ECC PRA 290

Government Enterprises

Description: Research and unpublished material on all government enterprises engaged in the production of generally marketable goods and services. ***Topics:*** The appropriate role to be played by such enterprises and ways in which the system of incentives and controls affecting them may be altered so as to make them more desirable instruments of public policy; performance of government corporations; ability of such enterprises to effectively provide various goods and services. ***Program Record Number:*** ECC PRA 210

Governments' Impact on Competitiveness

Description: The purpose of this study is to examine the impact of government on the competitiveness of the Canadian economy. It will assess the effect of major elements of federal, provincial, and municipal policies with respect to expenditure, taxation, and regulation on the ability of the Canadian economy to meet the test of international markets while expanding the real income of Canadians. ***Program Record Number:*** ECC CRA 164

Health Care

Description: The central objective of this project is to provide information to decision makers, public and private, that will help them cope with difficult health care choices. The Council intends to identify the underlying causes of the rise in health expenditures, explore how much of it comes from the aging of the population, how much from more intensive treatment, and how much from the adoption of more advanced medical technologies. The study will try to estimate what savings could be achieved by doing what's being done now more cost effectively, what could be saved by changing the mode of health care delivery, and how the system could be modified and still provide high-quality care for all Canadians. ***Program Record Number:*** ECC CRA 140

Human Resource Management

Description: The proposed study would address the following three questions: How are Canadian firms responding to the changing environment in terms of their HRM strategies? Are there systematic relationships between HRM strategies and firm performance? To what extent do the HRM strategies adopted by Canadian firms explain the employment outcomes we have observed in the labour market? ***Program Record Number:*** ECC CRA 150

Immigration

Description: Research and background material examining the advantages and disadvantages of increasing immigration into Canada as a means of postponing or even reversing the expected decline in population in the next century. It will pose both economic and social questions, including the impact of immigration on living standards, employment and unemployment, provincial revenue and expenditure, as well as the effect of a culturally more diverse society on both racial and cultural harmony. ***Program Record Number:*** ECC PRA 315

Industrial Adaptation

Description: This research will focus on the nature of changes that are developing within industries – at the firm level. ***Topics:*** The extent to which firm closings have recently increased; the extent to which new jobs are being produced in small as opposed to large firms; and the extent to which the decline in foreign ownership may have begun to affect the competitiveness of Canadian industries. In addition, a set of case studies would examine how technology transfer, human relations and government policy combine to facilitate or hinder the process of adaptation that is being demanded of the system. ***Program Record Number:*** ECC CRA 145

International Finance

Description: Research and background material concerning recent developments in international finance and their impact on Canada. *Topics:* Shifting pattern of capital flows; trade in financial services; future of Canadian securities market; innovation, fragility of the international financial system; regulatory frameworks and third-world debt. *Program Record Number:* ECC PRA 285

Local Development

Description: Research and unpublished material on Canadian regional development policy. *Topics:* The ways in which Canadian regional development policy can be changed in order to reduce disparities between regions; the appropriate role for government, vis-à-vis the private sector, in formulating and executing such policy. *Program Record Number:* ECC PRA 300

Manufacturing Firm Adjustment

Description: Research and background material concerning the adaptation of firms to trade pressures and opportunities in the manufacturing sector. *Topics:* Effects of bilateral and multilateral trade arrangements, international price changes, technological innovations and changing consumer preferences. Examinations of different adaptation responses: In Canadian-owned, compared to foreign branch, plants; in firms operating without tariff protection, compared to those which are protected; and in firms engaged in Canada-United States trade, compared to those which are not. Case studies which question whether federal policies promote or retard adjustment and what guidelines are appropriate to assist adaptation and to promote innovation. *Program Record Number:* ECC PRA 275

Performance and Outlook

Description: Analysis and unpublished documents on the Council's views related to the economic outlook for Canada, the United States and other OECD countries, derived from the use of a variety of analytical tools, including econometric models and personal computers. The models allow measurement of current performance and simulation of future performance under various scenarios and policy options. The simulations are designed to assess the impact of changes in economic performance that may result from changes in public policy or in economic conditions in Canada and abroad. The process of updating the analysis and assessing the influences of changing economic conditions is continuous. *Program Record Number:* ECC CRA 110

Perspective 2000

Description: The focus of "Visions of Canada in the Year 2000" is both global and multidisciplinary, placing Canada within an international context that has economic, political, and physical dimensions, the latter including demography, science and technology, and the physical environment. This project marked the 25th anniversary of the Economic Council of Canada. The project served a number of purposes: it systematically identified future policy issues and possible future directions for Council research; it focused national attention on emerging issues of concern; and it stimulated intellectual debate both in the Council and among outside policy-makers at senior levels in both the private and public sectors. There are three primary ways in which these goals were achieved: First, some of the best scholars in their respective fields were engaged to prepare papers on 12 topics; second, a major, high-level conference was planned for late 1988; and third, based upon the papers given at the conference, the contributions of the commentators, and the general discussion, a book of conference proceedings was prepared. *Program Record Number:* ECC PRA 295

Social Policy

Description: Research and background material concerning the effectiveness, efficiency and adequacy of social policy in meeting expressed social objectives and the side effects of social programs on the functioning of the economy, particularly in the context of significant adjustment and adaptation. *Topics:* The highly-fragmented and complicated nature of social programs; conflicting objectives between tax structures and transfer programs; links between economic and social policy; complexities introduced as a consequence of responsibility-sharing between levels of government; reform options to simultaneously meet social objectives and minimize constraints to required work force adjustment. *Program Record Number:* ECC CRA 135

Taxation of Capital Income

Description: Research and unpublished material on the taxation of capital income. *Topics:* Consequences of present and alternative tax treatments of capital incomes for the allocation of resources and in the distribution of income; developing recommendations for improved capital income tax structures; specification of transitions necessary to implement the recommendations; specification of related changes in capital markets and financial instruments that may be called for. *Program Record Number:* ECC PRA 205

Technological Change and Labour Markets

Description: Research and unpublished material on developments in technology and the implications thereof for labour markets. *Topics:* The growth, change and other occupational and industrial shifts in employment arising from technological change; institutional adaptations, such as industrial relations, patterns of working time, compensation, and the quality of working life that may be associated with technological change; education and mobility required by the adjustment process; social measures required to contribute equitably the benefits and costs resulting from technological change. *Program Record Number:* ECC PRA 270

Trade Policy Options and Structural Adjustment in Canada

Description: Research and background material concerning the output and employment effects of trade liberalization, by 40 industrial sectors, by occupation and by province. *Topics:* Nature and volume of trade among the industrialized and developing countries; output and employment of Canadian industries; shifts in output, investment, employment and occupations that should be anticipated under various scenarios of more liberalized trade; alternative stances and strategies that should be considered in negotiations leading to freer trade; policy options for dealing with dislocations that are bound to arise with more open trade. ***Program Record Number:*** ECC PRA 280

Twenty-eighth Annual Review

Description: The Canadian Economic Union. The main theme of the Twenty-eight Annual Review will be the evolution of economic and fiscal linkages in Canada in the context of the new political and economic realities. The Review will study the present state of the economic union and Canadian fiscal federalism at a time when the federal government is facing serious financial difficulties and world trade patterns are in the throes of major transformations. A variety of economic issues relevant to the current constitutional debate will be examined. The advantages and disadvantages of various proposals for reshaping the Canadian federation will be pointed out. ***Program Record Number:*** ECC CRA 163

Twenty-fifth Annual Review

Description: A central component of the review is its assessment of the performance of the Canadian economy and the medium-term outlook. In addition to an overview of international trends and developments, there is a longer term view of emerging policy issues and a theme chapter dealing with labour market adjustments to change. ***Program Record Number:*** ECC PRA 226

Twenty-fourth Annual Review

Description: The Council's Twenty-fourth Annual Review of the Canadian economy, published in the fall of 1987, examines some of the important structural changes, both domestic and international, that will influence Canada's long-term economic performance. These include fundamental changes in demographic patterns; the actual and potential widening of international financial and trading markets; the competitive opportunities thereby created; the growth, employment and inflation prospects for Canada, and the uncertainties that should be considered in any medium-run planning environment. ***Program Record Number:*** ECC PRA 225

Twenty-ninth Annual Review

Description: The Council will examine the relationship between economic growth and income distribution in the 1990s. It will consider the relationship between growth and distribution and selected policy areas that could support both objectives. ***Program Record Number:*** ECC CRA 155

Twenty-seventh Annual Review

Description: A central component of the Review is an assessment of the performance of the Canadian economy and the medium-term outlook. In addition to an overview of international and domestic developments, emerging new trading patterns in Asia, North America and Europe are analyzed. The impact of these new trading patterns on labour markets and the Canadian policy framework are dealt with in detail. ***Program Record Number:*** ECC PRA 228

Twenty-sixth Annual Review

Description: A central component of the review is its assessment of the performance of the Canadian economy and the medium-term outlook. In addition to an overview of international trends and developments, there is a longer term view of emerging demographic and intergenerational issues and a chapter dealing with changes in jobs and income. ***Program Record Number:*** ECC PRA 227

Twenty-third Annual Review

Description: Background research and unpublished material related to the Twenty-third Annual Review. *Topics:* Opportunities and challenges arising from widening international markets; the need for risk-taking and adaptation to create and sustain growth; values and priorities with respect to social, environmental and economic objectives; fundamental changes in demographic patterns; and consideration of policy options for attainment of performance targets in all major economic goal areas. ***Program Record Number:*** ECC PRA 224

Unemployment Issues

Description: Research and unpublished studies on Canadian unemployment issues. *Topics:* Canadian unemployment history (including our commitments to full employment); natural rate estimates for Canada and the regions; cyclical fluctuations in the labour market – employment and unemployment in recessions and recoveries; dynamics of unemployment inflow and outflow to the unemployed pool; impact of wage flexibility on employment; wage differentials across industries structure, allocation and determinants. ***Program Record Number:*** ECC PRA 305

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Acts and Legislation

Administration

Administrative and Management Services

Audits

Budgets

Buildings and Properties

Buildings

Classification of Positions

Co-operation and Liaison

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Human Resources

Lands

Occupational Health, Safety and Welfare

Office Appliances

Official Languages
Pensions and Insurance
Personnel
Procurement
Salaries and Wages
Staff Relations
Training and Development
Utilities
Vehicles

Personal Information Banks

Applicant Inventory

This bank contains applications/curricula vitae and letters from persons interested in working for the Council. This information relates to the general public and is obtained to maintain a record of applications for employment received by the Council from the general public. It is used to identify suitable candidates for employment with the Council. Files in the bank are retained for two years after which they are destroyed. ***Bank Number:*** ECC PPU 015

Membership of Council

The bank contains the curricula vitae, photographs and Governor in Council Appointment documents of members of the Economic Council of Canada. The membership of the Council is made public. This information relates to current and former members of the Economic Council of Canada. Members are selected from among leaders of various regional and socio-economic sectors of Canadian society. The purpose of this bank is to document information on Council members. The information in this bank dates back to 1963. ***Bank Number:*** ECC PPU 010

Personal Services Contracts

The purpose of this bank is to document individuals who have signed personal service contracts with the Council. The information may be used to determine terms of payment, contract extension or renewal and other decisions pertaining to the contract. The bank may contain information on the qualifications and work experience of the contractor, letters of reference, details of the contract and assessments of the contractor's performance. The information relates to individuals who currently have or formerly had a contract with the Economic Council of Canada. Information was obtained to document names of individuals who have signed personal service contracts with the Council. Files are destroyed six years after completion of contract. ***Bank Number:*** ECC PPU 005

Manuals

- Treasury Board Administrative Policy Manual
- Treasury Board Guide on Financial Administration
- Treasury Board Personnel Management Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Council and its various programs and functions may be directed to:

The Economic Council of Canada
Public Affairs Division
Tower A, Place de Ville
320 Queen Street
Ottawa, Ontario
K1R 5A3
(613) 952-1716

Reading Room

The Council's Library has been designated under the Access to Information Act as a public reading room. The address is:

16th Floor, Tower A,
Place de Ville, 320 Queen Street,
Ottawa, Ontario.

Employment and Immigration Canada

Chapter 42

General Information

Background

The Employment and Immigration Reorganization Act, passed in 1977, created the Canada Employment and Immigration Commission (EIC) by integrating the former Unemployment Insurance Commission and the former Department of Manpower and Immigration. The legislation also created the Department of Employment and Immigration, which provides services to the Commission and the Minister.

Responsibilities

The specific federal mandate assigned to the Minister of Employment and Immigration under this Act encompasses all matters not assigned by law to other departments, branches or agencies of government, relating to the development and utilization of labour marketing resources in Canada, employment services, unemployment insurance and immigration.

Two major objectives dominate the work of the Commission/ Department: To realize the full productive potential of Canada's human resources, it administers a national unemployment insurance program while supporting the initiatives of individuals to pursue their economic needs and, more generally, their self-fulfilment through work; and to administer the admission of immigrants and non-immigrants in accordance with the economic, social and cultural interest of Canada.

Legislation

- Employment and Immigration Department and Commission Act, (R.S.C. 1985, C.E-5; S.C. 1976-77, c. 54, s. 2) and Canada Employment and Immigration Advisory Council Act, (R.S.C. 1985, c. C-4; S.C. 1976-77, c. 54, s. 15)
- Employment Equity Act, R.S.C. 1986, c. 31 and Regulations
- Government Annuities Act, R.S.C. 1970, c. G-6 and Regulations
- Government Annuities Improvement Act, R.S.C. 1974-75-76, c. 83
- Immigration Act, R.S.C., C-85, c. 1 and Regulations
- Labour Adjustment Benefits Act, (R.S.C. 1985, C. L-1; S.C. 1980-81-82-83, c. 89, s. 1)
- Labour Adjustment Benefits Allocation of Remuneration Regulations
- Labour Mobility and Assessment Incentives Regulations, C.R.C. 1978, Volume III, c. 330
- Manpower Mobility Regulations, C.R.C. 1978, Volume XIV, c. 1323
- National Training Act, (R.S.C. 5, C. N-19; S.C. 1980-81-82-83, c. 109, s. 1)
- Reinstatement in Civil Employment Act, R.S.C. 1952, c. 236
- Unemployment Insurance Act, (R.S.C. 1985, C. U-1, S.C. 1970-71-72, c. 48, s. 1) (excluding Parts II, III and VII) and Associated Regulations, i.e. Unemployment Insurance Regulations, C.R.C. 1978, Volume XVIII, c. 1576, and National Employment Service Regulations, C.R.C. 1978, Volume XVIII, c. 1573

Organization

The Commission/Department's National Headquarters is made up of eight major groups. Of these, three are directly concerned with services to the public. They are: Employment, Insurance and Immigration. These groups collect, generate and use the bulk of personal information on clients.

■ Youth Affairs Group

The Youth Affairs Group is the organizational branch of EIC which supports the office of the Minister of State for Youth by providing a broad advisory and coordination role for youth issues and concerns. During 1989-90 the Youth Affairs Group identified, researched and analyzed youth issues, particularly federal employment and social policy programs as they related to youth.

■ Insurance Group

This group develops and executes legislation, policies, programs and systems with respect to benefit payments and control of payments according to the Unemployment Insurance Act, administered by the Commission, including regular, sickness, maternity and parental unemployment insurance benefits, benefits paid to claimants referred to approved training, benefits paid to claimants in approved work sharing and job creation projects, and labour adjustment benefits. The Group represents the Commission in submitting or contesting appeals with respect to decisions concerning such benefits. It is also responsible for the development of financial parameters under the Unemployment Insurance Act as well as for policy development with respect to the Supplementary Unemployment Insurance Benefits Program, the Interstate Claim Program, Social Insurance Number Program, the Government Annuities Program and the Unemployment Insurance Premium Reduction Program.

■ Employment Group

The Employment Group is responsible for the efficient functioning of the Canadian labour market. One of the objectives of this group is to match job opportunities with available qualified workers and to ensure that employers can get the skilled workers they need in a timely and effective manner.

It also encourages human resource planning by the private sector, the adjustment of enterprises, and assistance to individuals in adjusting to changing labour market conditions.

The Employment Group provides assistance where it is most needed, by focusing programs on individuals, employers and communities that would benefit most from government support. It has been restructured to focus on a continuum of programs and services that will provide our clients with the best quality of service possible.

The legislative authorities for the activities of the Employment Group are contained in the National Employment Service Regulations, the National Training Act, the Annual Appropriation Act and the Employment Equity Act.

Targets and means of monitoring are established to ensure the equitable participation by women in all labour market programs. There are also special approaches tailored to the needs of individuals with employment disadvantages, and to the special needs of Canada'a aboriginal peoples.

■ Immigration Group

This group is responsible for the development, implementation and assessment of immigration policies and services. Its activities include the recruitment and selection of immigrants and the regulation of the entry of refugees, temporary workers, foreign students and visitors to Canada. (Responsibility for processing applications from prospective immigrants and for issuing various types of visas resides with employees of External Affairs posts abroad when the request is initiated outside Canada.) Other responsibilities include assisting Canadian residents on their return to Canada and assisting with the adaptation of recently arrived immigrants. The work of the group also encompasses the exclusion, control or expulsion of persons whose admission or stay in Canada is prohibited by law.

The activities of the above groups are supported by the seven remaining groups.

■ Public Affairs Branch

The Public Affairs Branch plans, co-ordinates, advises, implements, and evaluates CEIC/D activities in the areas of communications planning, internal communications, issues management, public opinion research, promotion, information, media relations, publishing and advertising. The Branch informs the public, in both official languages, about CEIC/D policies, programs and services related to Immigration, Unemployment Insurance, Youth, the Canadian Jobs Strategy and National Employment Services.

■ Strategic Policy and Planning Group

This group has broad responsibility for developing and maintaining statistical information banks which may be used for research, evaluation, policy and program analysis, and development in support of the various EIC programs and services. The data are frequently extracted from the personal information banks described in the previous sections and they may be supplemented by questionnaires, surveys or other research tools. These data may be of interest to several groups within EIC.

■ Systems and Procedures Group

This group is responsible for the development and operation of the manual and electronic data processing systems required to execute EIC's programs.

■ National Services

National Services is responsible for the administration of the Social Insurance Number, the Canadian Government Annuities and the Unemployment Insurance Premium Reduction programs.

■ Personnel Services

This group provides a full range of personnel services to EIC.

■ Finance and Administration

This group provides financial and administrative management services to EIC, including the management and maintenance of all EIC records.

■ Corporate Secretariat

The Secretariat consists of Briefing, Cabinet and Parliamentary Affairs, Executive Services, Information and Correspondence Management, Stakeholders and Intergovernmental Relations, Public Rights Administration Directorate and the Special Advisor, Corporate Initiatives. It is responsible for support services to the Commission and the senior management, the coordination of corporate issues and activities, federal-provincial and international relations, the administration of the privacy, Human Rights and Access to Information Acts.

■ Regional Organization

EIC maintains an extensive field organization, comprising some 900 local and district offices across Canada, which is divided into 10 regions, corresponding to the provinces (with the Yukon and Northwest Territories included in the British Columbia and Alberta regions, respectively). Canada Immigration Centres deliver the programs of the Immigration Group and Canada Employment Centres deliver the programs of Employment and Insurance. Local activities are directed by a regional office in each province.

EIC National Office
140 Promenade du Portage
Place du Portage, Phase IV
Hull, Quebec
K1A 0J9

EIC Regional Offices

Newfoundland:
167 Kenmount Road
P.O. Box 12051
St. John's, Newfoundland
A1B 3Z4

Nova Scotia:
Metropolitan Place
99 Wise Road
P.O. Box 1350
Dartmouth, Nova Scotia
B2Y 4B9

Prince Edward Island:
85 Fitzroy Street
P.O. Box 8000
Charlottetown, Prince Edward Island
C1A 8K1

New Brunswick:
615 Prospect Street West
P.O. Box 2600
Fredericton, New Brunswick
E3B 5V6

The Regional Public Rights Adviser for New Brunswick is situated at:
1133 St. George Boulevard
P.O. Box 6044
Moncton, New Brunswick
E1C 9G8

Quebec:
1441 St. Urbain Street, 9th Floor
P.O. Box 7500, Station 'A'
Montreal, Quebec
H3C 3L4

Ontario:
4900 Yonge Street, Suite 700
Willowdale, Ontario
M2N 6A8

Manitoba:
259 Portage Avenue, Room 500
Winnipeg, Manitoba
R3B 3L4

Saskatchewan:
Financial Building
600-2101 Scarth Street
Regina, Saskatchewan
S4P 2H9

Alberta and Northwest Territories:
Canada Place
9700 Jasper Avenue, Suite 1440
Edmonton, Alberta
T5J 4C1

British Columbia-Yukon Territory:
Royal Centre
P.O. Box 11145
1055 West Georgia Street
Vancouver, B.C.
V6E 2P8

EIC Immigration Adjudication Offices

(For Adjudication Case File) Quebec/Atlantic Adjudication:
Director, Immigration Adjudication
1200 Papineau Street, First Floor
Montreal, Quebec
H2K 4H2

Montreal Adjudication (Backlog):
Director, Immigration Adjudication Backlog Office
420 De Lagauchetière West, 2nd Floor
Montreal, Quebec
H2Z 1E1
Toronto/Other Ontario Adjudication:

Director, Immigration Adjudication
136 Edward Street, 2nd Floor
Toronto, Ontario
M5G 2H8
Toronto Adjudication (Backlog):

Director, Immigration Adjudication Backlog Office
250 Davisville Avenue, First Floor
Toronto, Ontario
M4S 1H2
Mississauga Adjudication:

Director, Immigration Adjudication
Toronto International Centre, Unit 81
6900 Airport Road, Suite 277
Mississauga, Ontario
L4V 1E4
Mississauga Adjudication (Backlog)

Director, Immigration Adjudication Backlog Office
77 City Centre Drive, 7th Floor, Box 13
Mississauga, Ontario
L5B 1N5
Pacific/Western Adjudication:

Director, Immigration Adjudication
Canada Immigration Centre
800 HelmcKen Street, Fifth Floor
Vancouver, British Columbia
V6Z 2N4

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■ Internal Audit Bureau

Internal Audit
Description: Information available on policies and procedures relating to audit plans. *Topics:* Guidelines for evaluating financial and human resources operational systems; long-range audit plans; assessments of

materiality, risks and other operational concerns; objectives of individual audit assignments; types of audits conducted; special audits requested by management covering unemployment insurance, employment services, Canadian Jobs Strategy, immigration, systems and procedures and such internal support function areas as financial, administrative and personnel services. ***Storage Medium:*** Microcomputer Diskette or Paper. ***Program Record Number:*** EIC IAB 005

National Audits

Description: Policies, procedures and guidelines for conducting national audits. ***Topics:*** Control and assessment reports on public property revenues; expenditure reports on unemployment insurance, employment services, immigration, Canadian Jobs Strategy, special programs and internal financial, administrative and other support services; efficiency and effectiveness reports on all operational and financial procedures. ***Storage Medium:*** Microcomputer Diskette or Paper. ***Program Record Number:*** EIC IAB 015

Regional Audits

Description: Policies, procedures and guidelines relating to regional audits. ***Topics:*** Control and assessment reports of program and service delivery through local offices, including reception and enquiries services, Social Insurance Number applications and processing of unemployment insurance claims, as well as reports on the recruitment, selection, enforcement, exclusion and removal processes conducted by Canada Immigration Centre officers. ***Storage Medium:*** Microcomputer Diskette or Paper. ***Program Record Number:*** EIC IAB 020

Working Papers

Description: Support and reference documents used by auditors in compiling audit reports. ***Topics:*** Procedures and guidelines for conducting an audit; tests performed, such as predetermined questionnaire format and content; information obtained from audits, conclusions and recommendations. ***Storage Medium:*** Microcomputer Diskette or Paper. ***Program Record Number:*** EIC IAB 010

■ Corporate Secretariat

Access to Information and Privacy

Description: Policy and guidelines on Access and Privacy; statistical and other non-personal information provided by requestors in their access requests. ***Topics:*** Policies and procedures for each component of the legislation; background on legal interpretations of access rights; statistical data on requests and complaints; documents concerning jurisprudence and records of policy decisions made by the Information and Privacy Commissioners; appeals and decisions; EIC policies, procedures and measures encouraging access generally; administrative costs of public rights management. ***Storage Medium:*** Paper. ***Program Record Number:*** EIC SEC 040

Commission Secretariat

Description: Correspondence, documentation and decisions concerning corporate issues and planning activities. ***Topics:*** Commission meeting agendas, minutes and documents (policy and legislation); procedures for Governor in Council submissions and safekeeping of Orders-in-Council; procedures for and safekeeping of EIC agreements; corporate level briefings and committee meetings; EIC's annual regulatory plan and EIC's annual paper burden reduction plan. ***Storage Medium:*** Paper and magnetic tapes. ***Program Record Number:*** EIC SEC 030

Conference Secretariat and Corporate Services

Description: Policy, correspondence and documentation concerning corporate strategy and planning activities. ***Topics:*** Background documents for Executive Committee; reports, agendas, minutes, records of decisions and briefing notes. ***Storage Medium:*** Paper and magnetic tapes. ***Program Record Number:*** EIC SEC 032

Corporate Secretariat

Description: Correspondence and policy on general activities. ***Topics:*** Enquiries on public rights management; policies governing corporate strategies, international relations and federal-provincial liaison; committee reports and minutes of meetings; association briefs, cabinet submissions and institutionally produced papers; proposals on corporate policy formulation, philosophy of management and quality of service; minutes of Commission decisions and records of decisions of Executive Committee meetings; administration of the Secretariat. ***Storage Medium:*** Magnetic tapes and paper. ***Program Record Number:*** EIC SEC 025

Executive Management Information Services – EMIS

Description: Guidelines on the handling of ministerial correspondence and information on computer technology. ***Topics:*** Processing and routing of correspondence; formatting and presentation of documents; instructions on entering data in the various computer systems developed by EMIS; available computer hardware and software; technology evolution; EDP training. ***Storage Medium:*** Magnetic tapes. ***Program Record Number:*** EIC SEC 031

Human Rights

Description: Information on policies, guidelines, complaints and other human rights matters. ***Topics:*** Policies and procedures relating to implementation of legislation; reports on the human rights field; background information relating to complaint activities. ***Storage Medium:*** Paper. ***Program Record Number:*** EIC SEC 045

Intergovernmental Affairs and External Liaison

Description: Information, briefings, policy and analysis of legislation and programs administered by EIC; policy, guidelines and strategies on federal-provincial relations and coordination. ***Topics:*** Analysis of federal-provincial relations and strategies; negotiation of bilateral and multilateral agreements on legislated issues and programs; analysis of reports and briefs from parliamentary committees, task forces, other levels of government and NGOs on issues related to EIC's mandate or that of other federal departments; analysis of federal-provincial repercussions of Cabinet documents and proposed agreements on a variety of social and economic issues; background analysis and briefings on domestic and international issues and relations; analysis of decisions and input into Canadian declarations in international fora, such as the OECD. ***Storage Medium:*** Magnetic tapes and paper. ***Program Record Number:*** EIC SEC 035

■ Finance and Administration

Emergency Planning

Description: Information on legislation, policy, correspondence and contingency plans relating to local, regional, national or international emergencies that affect EIC peacetime operations and its role within the National Emergency Agency for Human Resources (NEAHR). *Topics:* Policy, legislation, publications and manuals concerning peacetime planning, national emergencies (as outlined in the Emergencies Act 1988) and administration of emergency planning organizations; committee reports, briefs, submissions and plans of action on international or interdepartmental liaison and measures; regional contingency plans in the event of flood, famine, war or other disasters; references for other departments' emergency plans, as well as those of their committees and agencies; NATO liaison and wartime planning; specific plans (local office) for localized disasters (natural or technological); training courses and civil and military exercises; administration of NEAHR; the "EIC Readiness Plan" on a two-year revision cycle. ***Storage Medium:*** Paper. ***Program Record Number:*** EIC FIN 050

Security

Description: Policy guidelines and general correspondence on security and co-operation with the RCMP, CSIS and provincial bodies. *Topics:* Policies and procedures on personnel, physical, communications, EDP and administrative security; RCMP-EIC co-operation; CSIS-EIC co-operation; minutes of meetings; briefs, reports, plans. ***Storage Medium:*** Paper. ***Program Record Number:*** EIC FIN 055

■ Immigration Group

Admission of Applicants to Canada

Description: Information on policies and programs concerning the admission of applicants to Canada. *Topics:* Policies and programs for the orderly and planned admission of immigrants according to component groups (economic, social and humanitarian immigrants) and of visitors including tourists, temporary workers and foreign students. Related background information including labour market and demographic data. Policies on federal-provincial relations concerning immigration. Description of selection criteria and processing systems. ***Storage Medium:*** Paper. ***Program Record Number:*** EIC IMM 120

Data Systems

Description: Information on systems used for gathering or amending statistics and other types of information necessary for the operational support of the immigration function and programs. *Topics:* Information systems generally; standard statistical coding for completing forms; information-gathering systems (employment clearance, occupation, transportation tables, native language); data systems (immigrants processed abroad and in Canada, permanent residents, monthly program reports, special information retrieval procedures, foreign nationals visiting Canada). ***Storage Medium:*** Microfilm, magnetic tape or disk. ***Program Record Number:*** EIC IMM 110

Detention – Adjudication

Description: Information on guidelines and procedures with respect to provisions pertaining to detention. *Topics:* Correspondence and other documents relating to policies and procedures on the various statutory provisions pertaining to arrest and detention; jurisdiction of an adjudicator to review detention; form and content of bonds, terms and conditions, retaking into custody and legislative requirements for periodic review of detention. ***Storage Medium:*** Paper. ***Program Record Number:*** EIC IMM 145

Enforcement

Description: General correspondence relating to enforcement activities. *Topics:* Policies and procedures concerning arrest or detention of persons in violation of the Immigration Act and Regulations; escape from custody by those detained or arrested; co-operation amongst law enforcement agencies in matters related to enforcement provisions of the Immigration Act and Regulations; sharing of information with the United States Immigration and Naturalization Service under an agreement or an arrangement. ***Storage Medium:*** Paper. ***Program Record Number:*** EIC IMM 075

Enforcement Intelligence

Description: Information on illegal immigration patterns including information on the denial of entry to Canada of persons known to have been involved with criminal or other illegal activities. *Topics:* Exchange of intelligence information about persons who may try to enter Canada illegally to pursue unlawful activities. ***Storage Medium:*** Paper. ***Program Record Number:*** EIC IMM 105

Examination of Persons – Visitors and Immigrants

Description: Information on the conduct of immigration examinations by customs officers on behalf of the Canada Employment and Immigration Commission. *Topics:* Policies and procedures relating to the examination of potential immigrants and other persons seeking entry to Canada; activities of the International Air Passenger Traffic Sub-committee; project methodology regarding transit studies (passenger traffic at Canadian airports); medical examinations of persons applying for admission to Canada; "security" and "criminal" screenings for clearance of persons seeking temporary admission. ***Storage Medium:*** Paper. ***Program Record Number:*** EIC IMM 095

Exclusion and Removal

Description: Information on the policy and correspondence relating to the examination of persons refused entry to Canada or ordered to be removed. *Topics:* Procedures related to immigration inquiries; discussion of appeals and litigation submitted to the

Immigration Appeal Board and Federal Court of Canada; Enforcement Information Index: ("Lookout Index" for alerting examining officers of inadmissible persons who might attempt to enter or remain in Canada; inadmissible classes of immigrants; background material regarding immigration enquiries; matters relating to the Special Advisory Board, such as the examination of criminal intelligence reports concerning immigrants involved in criminal or subversive activities. ***Storage Medium:*** Paper. ***Program Record Number:*** EIC IMM 080

General

Description: Policy and correspondence on general immigration and demographic activities. ***Topics:*** Enquiries on adopting foreign children, such as refugees or orphans; refugee status and permanent residence requested by foreign nationals in Canada who wish to remain for political, ideological, economic and/or social reasons; bonds or security deposits for visitors by "guarantors" such as transportation companies, churches or relatives; association briefs and submissions, including suggestions and proposals for amending immigration policies or procedures; federal-provincial relations regarding immigration policies and procedures, such as reciprocal agreements, exchange of information or amendments to policies and procedures; Minister's permits authorizing the entry to Canada of persons who wish to immigrate but who do not qualify under normal selection criteria; comments or questions from individuals and/or associations on the application of the Immigration Act and Regulations; tracing of individuals, including requests from individuals or organizations seeking to locate persons who have immigrated to Canada. ***Storage Medium:*** Paper. ***Program Record Number:*** EIC IMM 065

Grounds for Admissibility or Removal

Description: Information on guidelines and procedures pertaining to grounds for removal and admissibility. ***Topics:*** General correspondence and other documents relating to policies and procedures pertaining to grounds for removal and admissibility, port of entry cases, inland cases, criminal offenses cases, eluding enquiry cases, admission by misrepresentation or improper means cases; general correspondence and other documents relating to employment and student authorizations. ***Storage Medium:*** Paper. ***Program Record Number:*** EIC IMM 150

Identification and Travel Documents

Description: Information concerning documents required to identify and admit persons who want to enter Canada. ***Topics:*** Description of regulations concerning identification and travel documents (such as passports, visas, crew lists and manifests, identification documents, immigration forms IMM-1000); and standards and procedures governing the validation or endorsement of such documents. ***Storage Medium:*** Paper. ***Program Record Number:*** EIC IMM 070

Immigration and Demographic Analysis

Description: Immigration research and policy analysis and studies of demographic trends. ***Topics:*** Longitudinal studies of adaptation; work experience of immigrants to Canada; foreign academics in Canada; settlement and integration experiences of family class immigrants; family class workers – sources, occupations and skills; an historical review of emigration from Canada; demographic issues; refugee studies; business immigration studies; review of the current immigration selection criteria to ensure they remain in accordance with labour market requirements, as well as immigration needs and objectives. ***Storage Medium:*** Paper. ***Program Record Number:*** EIC IMM 126

Inquiries – Adjudication

Description: Guidelines and procedures with respect to conducting Immigration inquiries, hearings, presentation of evidence and decisions under the Immigration Act and Regulations. ***Topics:*** Correspondence and other documents relating to policies and procedures with respect to conducting Immigration inquiries, hearings, presentation of evidence and decisions under the Act and Regulations; correspondence and other documents relating to procedures concerning the adjournment and resumption of inquiries, the nature and form of evidence at inquiries, the appointment of representatives pursuant to section 29(5) of the Immigration Act and their role at inquiries; correspondence and other documents relating to substantive and procedural issues concerning an adjudicator's jurisdiction; permanent resident issues and removal of persons found at inquiry to be in violation of the Immigration Act. ***Storage Medium:*** Paper. ***Program Record Number:*** EIC IMM 140

Legislation and Application – Adjudication

Description: Information on the Immigration Act and Regulations and related legislation, and on adjudication functions and activities. ***Topics:*** General correspondence and other documents relating to the Act and Regulations and related legislation, and to adjudication policy, functions and activities; correspondence and other documents relating to various legislation which may impact on Immigration policies and procedures, including the effect of the Charter on the Immigration Act; correspondence and other documents relating to natural justice, bias, fairness, the role of the adjudicator; correspondence and other documents relating to appeals and appeals procedure to the Supreme Court of Canada (SCC), the Federal Court of Canada (FCC) and the Immigration Appeal Board (IAB); correspondence and other documents from the Operations Branch relating to policy concerns of interest to Adjudication; correspondence and other documents relating to the refugees and displaced persons, the refugee claims and the refugee determination process. ***Storage Medium:*** Paper. ***Program Record Number:*** EIC IMM 135

Records of Entry

Description: Vital statistics (surname, given names, date of birth, Canadian port of entry) of all persons entering Canada as permanent residents and certain categories of visitors that must be documented (See also EIC PPU 230 Permanent Resident Data System). ***Topics:*** Definition of a permanent resident; of a Canadian citizen; of a deemed resident; of a returning resident; of an unregistered child born abroad of Canadian parents; of a visitor; of a student; of a temporary worker; of a ministerial permit; of a ship deserter; of deportation (expulsion orders, deportation orders, deportation reports, departure notices, confirmations of departure). ***Access:*** Master index files arranged by surname; ships' names by port of entry; port of entry (arrivals). ***Note:*** Records of entry dated before January 1919 are in the custody of the National Archives of Canada. ***Storage Medium:*** Microforms. ***Program Record Number:*** EIC IMM 115

Refugee Determination

Description: Policies, procedures and general information on the process of making a claim for refugee status in Canada and its disposal by the competent authority. ***Topics:*** Policies and procedures related to the documentation and control of persons claiming refugee status in Canada, the terms and conditions of their stay in Canada, including welfare, legal aid and employment and the procedures for judicial review. ***Access:*** Files are arranged by subject. ***Storage Medium:*** Paper. ***Program Record Number:*** EIC IMM 151

Refugees and Displaced Persons

Description: Policies, procedures and general information on the admission of refugees and displaced persons. ***Topics:*** Policies and procedures on emergency situations in which large numbers are displaced from their homes or homeland because of war, revolution or natural disaster; descriptions and policy on promises and guarantees for sponsorship, medical aid and settlement programs by churches, organizations, institutions or individuals on behalf of refugees; background on information exchange programs between CEIC and provincial or international governments and agencies, such as the International Institute of Humanitarian Law, the Annual Refugee Plan, the United Nations High Commission for Refugees and the Refugee Status Advisory Committee. ***Access:*** Files are arranged by subject, country, organization or group. ***Storage Medium:*** Paper and magnetic tapes. ***Program Record Number:*** EIC IMM 125

Settlement Assistance and Transportation Loans

Description: Policy, operations and correspondence on programs designed to help immigrants adjust to Canadian life. ***Topics:*** General settlement assistance; adjustment assistance for accommodation, clothing, medical services, education and training, emergency assistance; co-operation with ethnic organizations; government funding for voluntary immigrant agencies; reception and counselling services in Canada and abroad; transportation loans provided to those persons accepted as immigrants. ***Storage Medium:*** Paper and magnetic tapes. ***Program Record Number:*** EIC IMM 130

Special Events – Entry to Canada

Description: Information on how to conduct examinations, and on the admission and control of persons seeking temporary entry to attend or participate in special events taking place in Canada. ***Topics:*** Policies and procedures on special events generally; championships and contests; the Commonwealth Games; expositions; the Olympic Games. ***Storage Medium:*** Paper. ***Program Record Number:*** EIC IMM 090

Transportation

Description: Information on the transportation of persons to, from or within Canada. ***Topics:*** Transportation by air, land or sea; companies' obligations for the provision of examination facilities; payment of detention, removal and medical costs; deposit of security bonds for persons conveyed in companies' vehicles; responsibilities and regulations of travel agencies. ***Access:*** Files are arranged by subject, company, committee or organization. ***Storage Medium:*** Paper. ***Program Record Number:*** EIC IMM 085

■ Insurance Group

Actuarial Services

Description: Policy, legislation and actuarial criteria for determining financial parameters and analyzing the experience under the Unemployment Insurance and Government Annuities Programs. ***Topics:*** Actuarial Services policy and correspondence; advisory committee reports; operations of the Annuities Program; budgets, expenses and administration; contributions; premium reductions and benefits; cost estimates and premium revenue estimates; Unemployment Insurance Act and Regulations (assessment and development of amendment proposals to the Unemployment Insurance Program), statistical reports and labour force data; interface of Unemployment Insurance Program with guaranteed income proposals; other agencies (briefs, views and proposals from public and private sectors); background on the Society of Actuaries and miscellaneous internal working files; public relations and special briefings; supplementary survey from Statistics Canada; Supplemental Unemployment Benefit plans; Wage Loss Registration (WLR) plans (planning, development, operational activities and employer appeals under the registration program of qualified WLR plans); program evaluation; comprehensive review of Unemployment Insurance in 1980s. ***Storage Medium:*** Paper. ***Program Record Number:*** EIC INS 160

Ancillary Policies on Benefit Entitlement

Description: Policies and correspondence on issues not classified under the previous program records. ***Topics:*** Work-sharing arrangements; job creation; courses of instruction; entitlement to benefits for teachers; overpayments resulting from retroactive decisions. ***Storage Medium:*** Paper. ***Program Record Number:*** EIC INS 195

Appeals Directorate

Description: Policies, procedures and correspondence on the national appeals system. ***Topics:*** Policies and programs relating to appeals to the Board of Referees, the Umpire and the Federal Court of Appeal; procedures for each level of the appeal process; appeal files containing documentation relating to the point at issue; files containing decisions handed down; analyses of the Umpire's decisions; publication and distribution of Umpire's decisions; individual requests for guidance; activity reports. ***Storage Medium:*** Paper. ***Program Record Number:*** EIC INS 210

Automated Earnings Reporting System

Description: System used by employers to transfer information to the Commission by cartridge, computer tape or diskette. *Topics:* General information on the computerized subsystem; problems and revisions of the subsystem; testing procedures; systems interface with the computer group; reports on possible overpayments of unemployment insurance benefits. ***Storage Medium:*** Magnetic tapes. ***Program Record Number:*** EIC INS 245

Benefit Entitlement

Description: Policies and correspondence concerning entitlement. *Topics:* Eligibility for benefits; interruption of earnings; antedating of an application; week of unemployment; earnings; voluntarily leaving an employment; misconduct; labour disputes; refusal of employment; availability; making application in the prescribed manner; inmates of prisons; residence outside Canada; sickness; maternity; entitlement at age 65; fishermen; other benefits (such as supplemental unemployment benefits); retroactivity of decisions; financial penalties under section 47 of the Unemployment Insurance Act. *Note:* For more information on the above, consult the Digest of Benefit Entitlement Principles. ***Storage Medium:*** Paper. ***Program Record Number:*** EIC INS 190

Briefs and Representations

Description: Information on recommendations for change in the Unemployment Insurance Program and legislation. *Topics:* Views and reaction to Unemployment Insurance legislation; briefs on amendments to programs or legislation received from interested parties. ***Storage Medium:*** Paper. ***Program Record Number:*** EIC INS 170

Claims Analyses

Description: Case files containing recommendations and decisions on complex or unique situations. *Topics:* Legislative and regulatory basis for the area of concern; background and jurisprudence; relevant data of the case; decisions and rationale. ***Storage Medium:*** Paper. ***Program Record Number:*** EIC INS 200

Comprehensive Tracking System

Description: Information on operating policies and procedures pertaining to the review of claim files for the Comprehensive Tracking System. *Topics:* Correspondence with the regions and with the Auditor General's Office; guidance to the regions on the review of claim files; quarterly reports and analysis; copies of claim files reviewed. ***Storage Medium:*** Paper. ***Program Record Number:*** EIC INS 285

Control Management Services

Description: Information on overall planning, operational monitoring, coordination and analysis of activities and strategies. *Topics:* Consultations on national and regional goals and objectives; operational planning and monitoring activities; project outlines; general matters dealing with control of abuse and fraud; analysis of operational statistics; prosecutions and fines; monetary penalties under section 33 of the Act; criminal activities. ***Storage Medium:*** Magnetic tape or disk. ***Program Record Number:*** EIC INS 220

Control Policy

Description: Policies, recommendations, correspondence on investigations, prosecutions, administrative penalties, exchanges of information and co-operation in the area of investigations and control. *Topics:* Analysis of problems and issues; analysis of institutional and operational impact; policies regarding investigations and prosecutions; also includes policies and strategies in areas such as agriculture, fishing and fur trapping; policies governing the conduct of investigators, the exchange of information with federal departments, the provinces or law enforcement agencies; liaison with internal organizational components. ***Storage Medium:*** Paper. ***Program Record Number:*** EIC INS 215

Control Programs

Description: Procedures, correspondence on control programs, investigations and prosecutions. *Topics:* Correspondence, publicity, evaluations on control programs such as Report on Hirings; guidelines, procedures, correspondence on investigations; authority of investigators; third-party or anonymous information; liaison with law enforcement agencies; warning letters and financial penalties provided for under section 33 of the Unemployment Insurance Act; guidelines and procedures for prosecutions; operational and statistical reports. ***Storage Medium:*** Paper. ***Program Record Number:*** EIC INS 225

Control Programs – Payment of Unemployment Insurance Benefits

Description: Information on guidelines and strategies for the development of control programs. *Topics:* Voluntary disclosures; research projects; control program proposals; approved programs and lead-gathering initiatives for detecting and preventing fraud and abuse; control programs for certain industries, occupations or special classes, e.g. agriculture, fur trapping, forest fire fighters, multiple Unemployment Insurance claims, undeliverable T4Us, Record of Employment. ***Storage Medium:*** Paper. ***Program Record Number:*** EIC INS 230

Control Programs – Social Insurance Numbers

Description: Information on the development of controls for the Social Insurance Number (SIN). *Topics:* General correspondence; discussion papers; enquiries; investigations concerning the issuance of SINs to immigrants who are not permanent residents; issuance of distinctive SINs (commencing with a "9") to Canadian citizens; persons with multiple SINs; possible fraud involving SINs of deceased persons; transmission of questionable SINs. ***Storage Medium:*** Paper. ***Program Record Number:*** EIC INS 235

Coverage and Premium Policy

Description: Policies on the insurability of employment. *Topics:* Correspondence on the insurability of employment; policy and legislative proposals; operational guidelines; agreements on the insurability of certain classes of workers; matters dealing with formal coverage rulings; insurability appeal; liaison with Revenue Canada Taxation (RCT): minutes of EIC/RCT Operation Committee; review of RCT rulings; minutes of coverage committee meetings; activity reports. ***Storage Medium:*** Paper. ***Program Record Number:*** EIC INS 175

Forms Development

Description: Information on the development and control of forms. ***Topics:*** Individual files containing requests for creating or revising forms, specifications; related correspondence. ***Storage Medium:*** Paper. ***Program Record Number:*** EIC INS 275

Inquiries

Description: Inquiries to the Minister and senior Commission officials. ***Topics:*** Guidelines for handling inquiries; individual files showing the receipt, processing and preparation of replies; analyses of correspondence received; reports. ***Storage Medium:*** Paper. ***Program Record Number:*** EIC INS 155

Insurance Management Services

Description: Information on planning, monitoring and analysis of unemployment insurance activities and strategies. ***Topics:*** Operation planning activities; operations assessment and monitoring; trend analyses and other reports of workload; resource utilization; productivity; quality and speed of service; reports on operational impact of proposals for legislative, policy and procedural change. ***Storage Medium:*** Paper. ***Program Record Number:*** EIC INS 280

Insurance Program Services

Description: Operational policies on the delivery of insurance services and programs; project fileinent statistics on a variety of claimant service issues. ***Topics:*** Procedures and guidelines pertaining to claims for benefit, back-dating of claims, fishing benefits, work-sharing arrangements, assignment of benefits, processing of appeals, claimant interview program, advance payment of benefits, recovery of overpaid benefits; disclosure of U.I. information; guidelines, procedures, purchases and regulatory proposals with respect to the records of employment; legislative and regulatory proposals and policy for the Social Insurance Number and Government Annuities programs; impact of postal disruptions on claims processing; monitored payment of benefits; representatives of claimants; transfer of claims; liaison with union hiring halls; guidelines on processing claims enquiries; hiring and remuneration of unemployment insurance contract agents; guidelines for the quality monitoring of claims; liaison with claimant groups, union representatives and industry; activity reports; correspondence with both national and regional responsibility centres on topics related to claimant services such as operational guidelines, project activity and levels of performance. ***Storage Medium:*** Paper. ***Program Record Number:*** EIC INS 260

Interstate Benefits

Description: Coordination of the interstate benefit activity and other special arrangements. ***Topics:*** Correspondence with regions; correspondence with individual states of the United States; reciprocal agreements; liaison with U.S. Railroad Retirement Board, United Kingdom Department of Health and Social Service; operational procedures; activity reports. ***Storage Medium:*** Paper. ***Program Record Number:*** EIC INS 265

Labour Adjustment Benefit

Description: Information on the administration of the Labour Adjustment Benefit Program. ***Topics:*** Policies, procedures and correspondence pertaining to labour adjustment benefits; activity reports. ***Storage Medium:*** Paper. ***Program Record Number:*** EIC INS 185

Manual and Automated Report on Hirings

Description: System used by employers to report hirings, manually or by computer tape or printout. ***Topics:*** General information on the manual and automated subsystems; problems and revisions of the subsystem; guidance to participating employers; interface with Systems and Procedures. ***Storage Medium:*** Magnetic tapes and paper. ***Program Record Number:*** EIC INS 240

Medical Advisory Services

Description: Information on operating policies pertaining to sickness and maternity claims. ***Topics:*** Correspondence with the medical profession at large or with medical associations; independent medical examiners; schedule of medical fees by provinces; fees for independent medical examiners; operational procedures; copies of documents relating to medical claims; activity and statistical reports. ***Storage Medium:*** Paper. ***Program Record Number:*** EIC INS 255

Policy and Legislation Development

Description: Policies, draft legislation, correspondence related to the Unemployment Insurance Program and other benefits provided by CEIC. ***Topics:*** Legislative reviews, procedures, information and policy papers on eligibility for sickness, maternity and adoption benefits; entitlement to benefit; payments to certain classes of individuals, such as students and teachers; deceased or incapacitated claimants; monies considered as earnings for benefit purposes; payment of benefits to persons undertaking approved training or involved in job creation or work-sharing programs; coverage and insurability of employed workers. ***Storage Medium:*** Paper. ***Program Record Number:*** EIC INS 165

Premium Reduction Program

Description: Information on policies and audits pertaining to premium reduction. ***Topics:*** Legislative and regulatory proposals; policy statements; appeals; development of an approach to auditing employers; the granting of unemployment insurance premium reductions to employers. ***Storage Medium:*** Paper. ***Program Record Number:*** EIC INS 205

Record of Employment (ROE)

Description: Information on the processing of Record of Employment forms. ***Topics:*** Procedures, guidelines and correspondence on processing ROE forms and maintaining the ROE information bank. ***Storage Medium:***

Paper, magnetic tapes and microfilm. ***Program Record Number:*** EIC INS 270

Supplemental Unemployment Benefits

Description: Information on the approval of Supplemental Unemployment Benefits plans. ***Topics:*** Policies and guidance; approval of Supplemental Unemployment Benefits plans; activity reports. ***Storage Medium:*** Paper. ***Program Record Number:*** EIC INS 180

■ Canadian Jobs Strategy (now part of the Employment Group)

Allowances and Programs

Description: Information and correspondence on various institutional training programs. ***Topics:*** Applicability of criteria, policies and procedures on training allowances and programs; correspondence on National Training, Basic Job Readiness and Basic Training for Skills Development. ***Storage Medium:*** Paper and magnetic tapes. ***Program Record Number:*** EIC CJS 325

Canada Works

Description: Policies, guidelines and correspondence on the Canada Works Program. ***Topics:*** General correspondence; development and management of projects including Unemployment Insurance Act, Section 38 and Summer Canada Works projects; job creation projects in diverse areas; documentation and financial data on projects. ***Storage Medium:*** Paper and magnetic tapes. ***Note:*** Although the related programs no longer exist, in keeping with the retention and disposal schedule, the information continues to be maintained. ***Program Record Number:*** EIC CJS 395

Career-Access

Description: Policies, guidelines and correspondence on the Career-Access Program. ***Topics:*** The Career-Access Program generally; documentation and financial data on agreements. ***Storage Medium:*** Paper and magnetic tapes. ***Note:*** Although the related programs no longer exist, in keeping with the retention and disposal schedule, the information continues to be maintained. ***Program Record Number:*** EIC CJS 400

Challenge (from 1985)

Description: Policies, guidelines and correspondence on Challenge. ***Topics:*** Policies and guidelines for implementing the Challenge program; description of Challenge; reports. ***Storage Medium:*** Paper and magnetic tapes. ***Program Record Number:*** EIC CJS 306

Community Development Program (from July 1991)

Description: General information on the three components and special initiatives on the development of policies and strategies by assisting communities in difficulty towards self-sufficiency and increasing employment opportunities within the communities. ***Topics:*** Community Futures Committees, Business Development Centres, Community Initiatives Fund. Self Employment Assistance and Local Project are scheduled to be implemented in 1992. ***Storage Medium:*** Paper and magnetic tapes. ***Program Record Number:*** EIC EMP 291

Community Futures

Description: Policies, guidelines and correspondence on Community Futures program. ***Topics:*** Policies and guidelines for implementing the Community Futures program; description of Community Futures program; reports. ***Storage Medium:*** Paper and magnetic tapes. ***Program Record Number:*** EIC CJS 303

Critical Trade Skills

Description: Policy and correspondence on critical trade skills training. ***Topics:*** Policies and procedures on developing specific training programs to alleviate critical trade skills shortages; background on design and delivery of programs; descriptions of specific programs, both current and researched, on problems of chronic shortages. ***Storage Medium:*** Paper and magnetic tapes. ***Note:*** Although the related programs no longer exist, in keeping with the retention and disposal schedule, the information continues to be maintained. ***Program Record Number:*** EIC CJS 305

Employment Development

Description: Policies, guidelines and correspondence on employment development. ***Topics:*** Policies and guidelines for implementing employment development programs; description of job creation programs. ***Storage Medium:*** Paper and magnetic tapes. ***Note:*** Although the related programs no longer exist, in keeping with the retention and disposal schedule, the information continues to be maintained. ***Program Record Number:*** EIC CJS 390

Employment Improvement Program (from July 1991)

Description: General information on the eight components and special initiatives on the development of policies and strategies concerning front-line Canada Employment Centres (CEC) services available to EIC worker clients. It builds on many of the former programs available under the Canadian Jobs Strategy, as well as Employment Services. ***Topics:*** Employment Counselling; Project Based Training; Wage Reimbursement; Purchase of Training/Income Support; Youth Initiatives; Employment Assistance, Outreach and Delivery Assistance available under Job Search Strategies, Job Finding Clubs, Group Employment Counselling, Diagnostic Assessment, Community-Based Employment Assistance, Special Approaches and Outreach. Mobility Assistance is scheduled to be implemented at a later date during 1992. ***Storage Medium:*** Paper and magnetic tapes. ***Program Record Number:*** EIC EMP 288

Industrial Training

Description: Policy and correspondence on training contracts, applicability and program criteria. ***Topics:*** Policies and procedures concerning applicability of criteria; background on employer training centres and delivery of training programs according to regional needs; descriptions of training and results; reports and minutes of committees such as the labour needs committees; operational planning. ***Storage Medium:*** Paper and magnetic tapes. *Note:* Although the related programs no longer exist, in keeping with the retention and disposal schedule, the information continues to be maintained. ***Program Record Number:*** EIC CJS 300

Industry and Labour Adjustment

Description: Policies, correspondence, agreements and results on assistance measures designed to support industrial restructuring and community and worker adjustment. ***Topics:*** Various assistance measures involving programs of three separate departments: Employment and Immigration, Regional Industrial Expansion and Labour Canada. ***Storage Medium:*** Paper and magnetic tapes. ***Note:*** Although the related programs no longer exist, in keeping with the retention and disposal schedule, the information continues to be maintained. ***Program Record Number:*** EIC CJS 345

Information and Special Initiatives Program (from July 1991)

Description: General information on the four components and special initiatives on the development of policies and strategies concerning labour market benefits to bring together front-line CEC services available to all EIC clients. ***Topics:*** Labour Market Information; Service Needs Determination and Labour Exchange. Special Labour Market Initiatives was formerly part of the Innovations Program. Labour Market Research is a new activity which was implemented September 1990. ***Storage Medium:*** Paper and magnetic tapes. ***Program Record Number:*** EIC EMP 287

Institutional Training

Description: Information and correspondence on criterial applicability, institutional training, allowances and agreements with institutions. ***Topics:*** Policies and procedures on applicability of criteria; background on Training Allowances and Apprenticeship Training under the National Training Act; background on Basic Training, Job Readiness and other programs; description and results of all training programs; and reports and documentation on institutional training generally. ***Storage Medium:*** Paper and magnetic tapes. ***Note:*** Although the related programs no longer exist, in keeping with the retention and disposal schedule, the information continues to be maintained. ***Program Record Number:*** EIC CJS 320

Job Corps

Description: Policies, guidelines and correspondence on the Job Corps Program. ***Topics:*** The Job Corps Program generally; the development and management of projects; projects in diverse areas; documentation and financial data on projects. ***Storage Medium:*** Paper and magnetic tapes. ***Note:*** Although the related programs no longer exist, in keeping with the retention and disposal schedule, the information continues to be maintained. ***Program Record Number:*** EIC CJS 405

Job Development

Description: Policies, guidelines and correspondence on the Job Development Program. ***Topics:*** Policies and guidelines for implementing the Job Development Program; description of Job Development program; reports. ***Storage Medium:*** Paper and magnetic tapes. ***Program Record Number:*** EIC CJS 296

Job Entry

Description: Policies, guidelines and correspondence on Job Entry. ***Topics:*** Policies and guidelines for implementing the Job Entry program; description of Job Entry program; reports. ***Storage Medium:*** Paper and magnetic tapes. ***Program Record Number:*** EIC CJS 294

Labour Force Development Strategy (LFDS) (from July 1991)

Description: Information on operational policy on the delivery of employment services and programs based on the four key principles: partnership, community participation, client-centred programming, equity and fairness. The LFDS consolidates all the elements of the Canadian Jobs Strategy (CJS) and the Employment Services. ***Topics:*** General information on employment services and programs developed in order to promote the efficient functioning of the labour market describing the key principles. ***Storage Medium:*** Paper and magnetic tapes. ***Program Record Number:*** EIC EMP 286

Labour Market Adjustment Program (from July 1991)

Description: General information on the six components and special initiatives on the development of policies and strategies by encouraging employers to assume primary responsibility concerning skills and human resource adjustment in the workplace by combining new and existing options. ***Topics:*** Human Resource Planning, Employer Client Services, Foreign Worker Recruitment Activities, Agricultural Employment Services, Workplace-Based Training Work Sharing, Re-training, Employment Equity, and the Industrial Adjustment Service. The Training Trust Fund component is scheduled to be implemented in 1992. ***Storage Medium:*** Paper and magnetic tapes. ***Program Record Number:*** EIC EMP 289

Labour Market Development

Description: Policy and correspondence on general programs and activities. ***Topics:*** Correspondence relating to labour market policies, priorities, guidelines and programs; briefs, submissions, reports and other documentation relating to labour market strategies, policies and programs; documentation concerning federal-provincial negotiations and agreements on training programs and strategies; minutes of operational meetings, standing or other committees, conferences, task forces, and seminars conducted in consultation with other government institutions, associations, private sector firms and community bodies; certification of educational institutions and accreditation of training courses. ***Storage Medium:*** Paper and magnetic tapes. ***Note:*** Although the related programs no longer exist, in keeping with the retention and disposal schedule, the information continues to be maintained. ***Program Record Number:*** EIC CJS 290

Local Employment Assistance Development

Description: Policies, guidelines and correspondence on the Local Employment Assistance Development Program. ***Topics:*** Local Employment Assistance Development

Program generally; development and management of projects and corporations in diverse areas; documentation and financial data on projects and corporations. ***Storage Medium:*** Paper and magnetic tapes. ***Note:*** Although the related programs no longer exist, in keeping with the retention and disposal schedule, the information continues to be maintained. ***Program Record Number:*** EIC CJS 410

Management Information System

Description: Policy and correspondence on managing program data and statistics. ***Topics:*** Specifications on program data requirements, nationally and by program; policy and guidelines on reporting statistics; cumulative information on industrial training; plans and models of alternate or adapted reporting systems. ***Storage Medium:*** Paper and magnetic tapes. ***Program Record Number:*** EIC CJS 310

Skill Investment

Description: Policies, guidelines and correspondence on Skill Investment. ***Topics:*** Policies and guidelines for implementing the Skill Investment Program; description of Skill Investment Program; reports. ***Storage Medium:*** Paper and magnetic tapes. ***Program Record Number:*** EIC CJS 292

Skill Shortages

Description: Policies and guidelines for implementing the Skill Shortages Program; description of Skill Shortages Program; reports. Policies, guidelines and correspondence on Skill ***Storage Medium:*** Paper and magnetic tapes. ***Program Record Number:*** EIC CJS 298

Skills Growth Fund

Description: Policies, procedures and correspondence on applicability of criteria and applicant files. ***Topics:*** Background on training facility expansion and costs, project proposal assessment and disposition, agreements with provinces and non-profit organizations. ***Storage Medium:*** Paper and magnetic tapes. ***Note:*** Although the related programs no longer exist, in keeping with the retention and disposal schedule, the information continues to be maintained. ***Program Record Number:*** EIC CJS 330

Summer Employment Experience Development and Work Orientation Workshops

Description: Policies, guidelines, documentation and correspondence on SEED and WOW. ***Topics:*** Operational guidelines for implementing SEED and WOW; internships documentation; correspondence relating to summer student employment programming generally. (All similar records pertaining to the former summer student components of Career-Access and Canada Works.) ***Storage Medium:*** Paper and magnetic tapes. ***Program Record Number:*** EIC CJS 415

Training

Description: Information on the development of legislation, regulations, national strategies and policies relating to employment training programs. ***Topics:*** Negotiations and agreements at the federal-provincial level; policies and procedures concerning training agreements; courses and certifications; course evaluations and costs; background on training and employment development. ***Storage Medium:*** Paper and magnetic tapes. ***Program Record Number:*** EIC CJS 295

Youth Projects

Description: Information and correspondence on training programs for disadvantaged youth. ***Topics:*** Policies and guidelines on youth training projects such as Youth Training Options; contracts with employers who provide training centres for disadvantaged youth; description and results of training projects relating to youth employability and/or reintegration into the labour market. ***Storage Medium:*** Paper and magnetic tapes. ***Program Record Number:*** EIC CJS 315

■ Employment Group

Agriculture Employment Programs and Services

Description: Policies, documentation and correspondence on the development of strategies, action plans and negotiations with the agricultural industry and associations, organizations and companies. ***Topics:*** Associations, organizations, companies; Canada Agricultural Employment Services Program; Agricultural Employment Services; Caribbean seasonal workers; federal-provincial agreements; seasonal workers' housing; local agricultural employment boards; Mexican seasonal workers; European student tobacco workers; Canadian Rural Transition Program; day-haul transportation assistance for seasonal workers. ***Storage Medium:*** Paper and magnetic tapes. ***Program Record Number:*** EIC EMP 365

Canada Employment Centre (CEC) Employer Records

Description: Documentation on services offered by CEC to employers in each centre's jurisdiction; decisions regarding referral of workers to employers; statistics and internal audits. ***Topics:*** Employer's name, address and telephone number; human resource requirements; past job vacancies; key personnel and their responsibilities; comments on hiring and selection practices and other observations by counsellors; records of actions taken to fill employers vacancies; reports on visits to employers. ***Storage Medium:*** Paper, magnetic tapes and microforms. ***Program Record Number:*** EIC EMP 422

Canada Employment Centre Employer Order

Description: Information includes employer's name and location, wages offered, duties, experience required, referrals and results. ***Topics:*** Employers' requests to the Canada Employment Centre (CEC) for staff and any actions taken; statistics and internal audits; administration of the Unemployment Insurance Act. ***Storage Medium:*** Paper, magnetic tapes and microforms. ***Program Record Number:*** EIC EMP 417

Career Counselling

Description: Policies, methods and materials for employment counselling and testing. ***Topics:*** Correspondence on the counselling function; development of job search techniques (CJST) and supporting publications; correspondence relating to the testing of clients (General Aptitude Test Battery) in connection with counselling; purchase of diagnostic services to assist counsellors in the counselling function. *Storage Medium:* Paper and magnetic tapes. *Program Record Number:* EIC EMP 450

Clearance

Description: Information on the administration of the National Job Bank clearance system. *Topics:* General correspondence; liaison with other national headquarters components to discuss program requirements; operational procedures; guidance to the regions; management and statistical reports. *Storage Medium:* Paper and magnetic tapes. *Program Record Number:* EIC EMP 435

Construction Industry

Description: Documentation on labour market enhancement, job benefits and human resource development strategies which include both management and labour organizations. *Topics:* Negotiations with other governments and the construction industry on human resource development; exchange of information with associations, councils, institutions and labour unions on construction industry activities; negotiations in economic and employment benefits, skill/technology transfer, training and human resource planning activities pertaining to management, engineering, and procurement for major construction projects; exchange of information with individual firms on construction industry activities and national housing construction; studies and other aspects of the construction industry as it relates to unions and industrial organizations. *Storage Medium:* Paper and magnetic tapes. *Program Record Number:* EIC EMP 360

Disabled Persons

Description: Information on the development and coordination of policies and strategies to ensure equality of employment opportunity for disabled Canadians. *Topics:* Liaison and correspondence with national organizations of disabled people and other government departments, such as the Advisory Committee to the President of the Treasury Board, the Status of Disabled Persons Secretariat, and Secretary of State, Health and Welfare Canada and major national consumer organizations of/for disabled persons; policies, plans and strategies relating to the employment of disabled persons; activity reports; specific program and project files. *Storage Medium:* Paper and magnetic tapes. *Program Record Number:* EIC EMP 475

Employment Equity – General

Description: Policy, general information and correspondence pertaining to employment equity. *Topics:* Correspondence relating to employment equity policies, proposals, priorities and guidelines; briefing notes, speakers' notes, ministerial communiqués, technical training manuals, designated groups' training packages; public relations material; directorates' operational plans, regional consultants' quarterly reports; internal tracking system; minutes from workshops, meetings and conferences; designated group proposals and correspondence. *Storage Medium:* Paper and magnetic tapes. *Program Record Number:* EIC EMP 481

Employment Equity – LEEP

Description: Employment equity legislation; inquiries and representations; memoranda; policies and procedures, methodologies, guidelines and technical reference papers; directorate's operational plans and studies; activities reports; general correspondence. *Topics:* Employment Equity Act, Regulations and Schedules; consultation with employer groups, worker representatives and unions, designated groups, designated group organizations (consultants, individuals, etc.); industrial sectors; employers' reports; availability data; annual report to Parliament 1988. *Storage Medium:* Paper and magnetic tapes. *Program Record Number:* EIC EMP 496

Employment Operations

Description: Information on operational policy on the delivery of employment services and programs. *Topics:* General information on employment services and programs developed in order to promote the efficient functioning of the labour market. *Storage Medium:* Paper and magnetic tapes. *Program Record Number:* EIC EMP 425

Energy Industry

Description: Documentation on the development of policies and strategies concerning labour market benefits/labour adjustment action plans and negotiations with governments and the oil and gas industry, associations, organizations and companies. *Topics:* General information on energy projects, negotiations with oil and gas firms and governments (joint ventures) concerning labour market benefits, human resource development activities, technology transfers and succession plans; studies on oil and gas exploration and development; policy coordination with other federal departments, such as the departments of Energy, Mines and Resources, Industry, Science and Technology and Indian and Northern Affairs, as well as with provincial ministries. *Storage Medium:* Paper and magnetic tapes. *Program Record Number:* EIC EMP 355

Federal Contractors Program for Employment Equity

Description: Information on the implementation of employment equity by contractors with 100 employees or more and who seek to provide goods and services to the federal government. *Topics:* Guidelines for contractors; interdepartmental correspondence; minutes of interdepartmental committees on employment equity; directorate operational plans and studies; review and assessment reports; ministerial communiqués; general correspondence; goals and objectives of the Federal Contractors Program. *Storage Medium:* Paper and magnetic tapes. *Program Record Number:* EIC EMP 484

Foreign Workers Policy

Description: Policies and correspondence relating to foreign workers. *Topics:* Recruitment of foreign workers; recruitment and utilization of foreign workers in specific occupational groups; employer's name and address; job and salary offers; locations of employment; demographic data. ***Storage Medium:*** Paper. ***Program Record Number:*** EIC EMP 385

Industrial Adjustment Service

Description: Correspondence, information and agreements on assessment and minimization of specific human resource problems. ***Topics:*** Documentation on specific problems such as plant expansion, results of technological changes, low productivity, plant closure and layoffs. ***Storage Medium:*** Paper, magnetic tapes and microfiche. ***Program Record Number:*** EIC EMP 340

Labour Market Services

Description: Policies and procedures, information and correspondence on labour market services. ***Topics:*** Strategies, action plans and negotiations with firms and industries in labour market planning; background information and documentation on new development; correspondence and reports on development initiatives, such as northern activities and major industrial projects. ***Storage Medium:*** Paper, magnetic tapes and microfiche. ***Program Record Number:*** EIC EMP 335

Manufacturing – Labour Market and Employment Issues

Description: Policies and procedures, information and correspondence on manufacturing activities primarily at the national level. Information highlights labour market and employment issues, and human resource planning. It is also used in the implementation of appropriate labour adjustment responses to support growth or minimize economic downturns on the Canadian labour force. ***Topics:*** Strategies and negotiations with the manufacturing industry; human resource planning activities in the manufacturing industries such as shipbuilding, automotive and automotive parts, clothing, textiles, electrical and electronics, chemical, plastics, and food, beverage and processing industries as well as the primary and metal industries. ***Storage Medium:*** Paper and magnetic tapes. ***Program Record Number:*** EIC EMP 380

Monitoring, Assessment and Analysis of Operational Activities

Description: Information on the monitoring, assessment and analysis of operational activities. ***Topics:*** Goals, objectives and plans of the Branch; minutes of the Performance Measurements Steering Committee; trend analyses; reports on operational performance; reports on monitoring and assessment projects. (The Branch makes use of the many narrative and statistical reports emanating from the program and support areas.) ***Storage Medium:*** Paper and magnetic tapes. ***Note:*** Although the related programs no longer exist, in keeping with the retention and disposal schedule, the information continues to be maintained. ***Program Record Number:*** EIC EMP 495

Native Employment

Description: Information on employment programs and strategies to meet and improve the employment needs of native people. ***Topics:*** Liaison with councils, brotherhoods, bands, associations representing native people; reports on the needs and migration of natives; liaison with other government departments; impact of human rights legislation on native employment; discussion papers; policies, programs and strategies pertaining to the employment of natives generally, native women and native youth; marketing and advertising native skills; activity reports. ***Storage Medium:*** Paper and magnetic tapes. ***Program Record Number:*** EIC EMP 465

Occupational and Career Information

Description: Classification of occupations in the labour market. ***Topics:*** Analysis of information concerning occupations, trades, crafts and professions; preparation and distribution of publications such as the series on Occupational Trade Analyses, and the Canadian Classification and Dictionary of Occupations (CCDO). Career information systems such as CHOICES. ***Storage Medium:*** Paper and magnetic tapes. ***Program Record Number:*** EIC EMP 455

Outreach

Description: Information on personalized employment-related services supported by community-based agencies. ***Topics:*** General correspondence; project files containing descriptions of clientele and activities, estimate of human and financial resources, analysis and evaluation by the Regional Review Committee, approval of continued funding; activity, statistical and financial reports. ***Storage Medium:*** Paper and magnetic tapes. ***Program Record Number:*** EIC EMP 440

Primary Resource Industries

Description: Policies, procedures and information on labour market planning and adjustment activities in the resources sectors. ***Topics:*** Human resource planning and labour adjustment with the fishing, trapping, forestry, mines, transportation (land, sea, and air) and communications sectors. ***Storage Medium:*** Paper and magnetic tapes. ***Program Record Number:*** EIC EMP 370

Services Sector

Description: Policies, procedures and activities focusing on the labour market and labour market adjustment in the services sector. ***Topics:*** Strategies and negotiations with the services sector including tourism/hospitality services; retail and wholesale distribution; banking, finance and insurance; arts, heritage and cultural industries; education services; health and social services; electronic data processing; business services; government services. ***Storage Medium:*** Paper and magnetic tapes. ***Program Record Number:*** EIC EMP 375

Services to Employers

Description: Information on the development of policies and programs to support the management of services to employers. ***Topics:*** Correspondence on the identification of human resource needs of employers; systems and guidelines supporting the labour exchange services; development of training needs analysis of CEC staff; training policies and contractual arrangements for the development of the competency-based training program; guidelines on the management of services to employers;

guidelines on the utilization of labour market information. ***Storage Medium:*** Paper and magnetic tapes. ***Program Record Number:*** EIC EMP 445

Special Groups

Description: Information on policies and strategies to improve the employability of members of special groups. ***Topics:*** Policies, strategies, guidelines and activities to meet the employment needs of special groups such as older workers and welfare recipients; liaison with government and non-government agencies having a specific interest; activity and statistical reports. ***Storage Medium:*** Paper and magnetic tapes. ***Program Record Number:*** EIC EMP 480

Technical Services

Description: Development and dissemination of data on designated groups, formatting and dissemination of availability data; design and operation of micro-computer programs to analyze employment equity reports submitted annually by federally regulated employers; development of operational definitions of designated groups, technical training, maintenance of research centre. ***Topics:*** General correspondence, information on research relating to the employment of target groups, data on target groups, development and maintenance of a resource centre and of a number of repositories across Canada of employment equity reports. ***Storage Medium:*** Paper and magnetic tapes. ***Program Record Number:*** EIC EMP 490

Visible Minorities

Description: Information on policies, strategies and programs to improve employment opportunities for visible minorities. ***Topics:*** Correspondence with Canadian Human Rights Commission, Treasury Board Secretariat, Department of the Secretary of State, visible minorities organizations, visible minority and immigrant women's organizations. Liaison with other government and non-government organizations; impact of legislation, policies, strategies, programs and special studies relating to visible minorities employment. ***Storage Medium:*** Paper and magnetic tapes. ***Program Record Number:*** EIC EMP 476

Women's Employment

Description: Information on policies and strategies to improve the employment opportunities of women. ***Topics:*** Correspondence with national women's organizations; liaison with women's groups; policies, plans and strategies relating to the employment needs of women; activity reports, occupational integration of women into non-traditional roles; federal/provincial/territorial collaboration with Status of Women Canada. ***Storage Medium:*** Paper and magnetic tapes. ***Program Record Number:*** EIC EMP 470

Youth Employment

Description: Information on employment programs to meet the needs of youth. ***Topics:*** Development of national policies, strategies and guidelines related to the employment of youth, e.g. Canada Employment Centres on Campus, Canada Employment Centres for Students, and Specialized Youth Units. ***Storage Medium:*** Paper, magnetic tapes and microforms. ***Program Record Number:*** EIC EMP 460

■ Systems and Procedures Group

Advanced Systems

Description: Information on the development and implementation of advanced technology systems. ***Topics:*** Research and correspondence on advanced technological systems; operational problems, performance reports on the employment and insurance on-line systems; Treasury Board submissions; correspondence with users on software requirements for CHOICES (Computerized Heuristic Occupational Information and Career Exploration Systems). Information held in EDP systems is organized under the following title: National Employment Services System (NESS) – provides, via computer terminals, data on jobs available, employers, job seekers, referrals to employment and related data. ***Storage Medium:*** Magnetic tapes and paper. ***Program Record Number:*** EIC SYS 535

Annuities

Description: Systems supporting administration of the Canadian Government Annuities program. ***Topics:*** Correspondence; status reports. Information held in EDP systems is organized under the following title: Annuities Program – produces payments, T4 slips for annuity contracts in payment, related financial, actuarial and administrative reports; data bank for contracts not yet in payment – includes premium collection, related reports and micrographic listings. ***Storage Medium:*** Magnetic tapes and paper. ***Program Record Number:*** EIC SYS 545

Benefit Pay (Insurance)

Description: Information on systems supporting administration of the unemployment insurance benefit program. ***Topics:*** Correspondence, status reports. The following is available on EDP System: Benefit Pay Systems – processes applications for claims under the Unemployment Insurance Act and Regulations; processes the claimants' report cards, produces unemployment insurance payments; updates status of claims; maintains a history of overpayments; produces daily, monthly and quarterly statistical reports on operations, overpayments and unemployment insurance fund accounting; produces T4U/TP4U showing benefits paid and income tax deducted for each claimant; supports associated enquiry functions in local and regional offices. ***Storage Medium:*** Magnetic tapes and paper. ***Program Record Number:*** EIC SYS 515

Computer Operations

Description: Development and application of policies, standards and procedures for EDP installations. ***Topics:*** Policies and standards; training plans; EDP operational procedures; call reports, operational emergencies, computer back-up by EDP installation; contingency plans; security; correspondence with suppliers, service bureaus; liaison with regional computer centres concerning site hardware specifications, production software, related operational support; reports on EDP and associated clerical processing operations. ***Storage Medium:***

Magnetic tapes and paper. ***Program Record Number:*** EIC SYS 565

Control (Insurance)

Description: Information on systems supporting EIC control activities. ***Topics:*** Correspondence, status reports. Information held in EDP systems is organized under the following titles: Record of Employment Systems, Overpayment Detection Systems, Employer-Registration (Premium Reduction) Program, Tracking EIC Debtors from Employment Records, Comparison of Claimant Data to Detect Possible SIN and Unemployment Insurance Abuse, Micrographic Listings for the General Control of Unemployment Insurance Programs, Record of Offenses, Benefit Pay Extracts, Statistics, Merges, Microfiche, Document Control System, Comprehensive Tracking System, Family Orders and Agreements; Tracking System, Employer Master File System. ***Storage Medium:*** Magnetic tapes and paper. ***Program Record Number:*** EIC SYS 525

Employment Client Services

Description: Information on systems supporting administration of Employment Client Services. ***Topics:*** Correspondence, status reports. Information held in EDP systems is organized under the following titles: Canada Mobility Program, Canadian Classification and Dictionary of Occupations, Canadian Jobs Strategy Participant Follow-up Survey Information, Client/Claimant Index, National Job Bank. ***Storage Medium:*** Magnetic tapes and paper. ***Program Record Number:*** EIC SYS 510

Employment Development

Description: Information on systems supporting the administration of employment development programs and related programs of the Canadian Jobs Strategy. ***Topics:*** Correspondence; status reports. Information held in EDP systems is organized under the following titles: Jobs Development, Innovations, Community Futures, Challenge Program, Coordinating Group Contracts, Canada Community Development, Canada Community Services, Canada Works – 1984, Canada Works/Young Canada Works, Career-Access, Employment for the Disadvantaged, Employment Tax Credit Program, Job Corps, Local Employment Assistance Program, Local Employment Assistance Development, New Employment Expansion and Development Program, Portable Wage Subsidy Program, Summer Career-Access 1984, Summer Employment/Experience Development 1985. ***Storage Medium:*** Magnetic tapes and paper. ***Program Record Number:*** EIC SYS 500

Employment Training

Description: Information on systems supporting administration of Employment Training programs and related programs of the Canadian Jobs Strategy. ***Topics:*** Correspondence; status reports. Information held in EDP systems is organized under the following titles: Job Entry, Skill Shortages, Skill Investment, CJS Direct Purchase Training Option, Coordinating Group Trainees, Course Purchase Notice Information, Critical Trades Skills Training, Institutional Training/Unemployment Insurance Payment Immigration Loans Cross-match System, Institutional Training Wait-Listed Clients, National Industrial Training Program, National Institutional Training, Youth Training Option and Job Entry Information, General Accounts Receivable – EIC Programs, Follow-up Survey Information (Training Programs). ***Storage Medium:*** Magnetic tapes and paper. ***Program Record Number:*** EIC SYS 505

Forms Design and Control

Description: Information on the development and control of forms. ***Topics:*** Individual files containing requests for creating or revising forms, specifications; related correspondence. ***Storage Medium:*** Magnetic tapes and paper. ***Program Record Number:*** EIC SYS 580

Forms Management

Description: Information on policies and procedures on forms management. ***Topics:*** Correspondence; bulletins on departmental forms, use of the departmental logo, bilingual format in forms; unauthorized forms; information brochures; minutes of meetings of the Forms Management Committee and the Forms Coordination Committee; obsolete forms survey; activity reports and statistics. ***Storage Medium:*** Magnetic tapes and paper. ***Program Record Number:*** EIC SYS 575

Immigration

Description: Systems supporting administration of the Immigration Program. ***Topics:*** Correspondence; status reports. Information held in EDP systems is organized under the following titles: Enforcement, General Immigration Data, Landed Immigrant Data, Stock Inventory Control System, Visitor Data. ***Storage Medium:*** Magnetic tapes and paper. ***Program Record Number:*** EIC SYS 550

Liaison and Procedures (Insurance)

Description: Information on clerical procedures in CECs and regional computer centres. ***Topics:*** Correspondence; policy and systems changes that impact on clerical procedures; reports of visits to regions; training plans for new or revised procedures and ongoing training requirements. ***Storage Medium:*** Magnetic tapes and paper. ***Program Record Number:*** EIC SYS 520

Management Data

Description: Computerized information systems of a financial, personnel, administrative and operational performance measurement nature. ***Topics:*** Correspondence; status reports; minutes of meetings. Information held in EDP systems is organized under the following titles: Immigration Program: (Accounts Receivable) – provides for the accounting, control and billing of loans granted to immigrants; Employment and Immigration Information System (EIIS) – financial position of commitments, advances, overall non-salary items within EIC; year-to-date financial, person-month, performance measurement information; employee information that allows production of certain personnel reports and reports for management and central agencies. Personnel Management Information System (PMIS) – contains details of organization, positions, salaries and personnel. ***Storage Medium:*** Magnetic tapes and paper. ***Program Record Number:*** EIC SYS 555

Social Insurance Number Registration

Description: Systems supporting administration of the SIN program. *Topics:* Correspondence; status reports. Information held in EDP systems is organized under the following title: Social Insurance Number Registration Program – data bank of all SINs issued in Canada, used to validate SIN data; produces reports and micrographics. *Storage Medium:* Magnetic tapes and paper. *Program Record Number:* EIC SYS 540

Support (Insurance)

Description: Information on support for the implementation of Employment and Benefit EDP systems, including micrographics. *Topics:* Correspondence; evaluation reports. *Storage Medium:* Magnetic tapes and paper. *Program Record Number:* EIC SYS 530

Technical Support

Description: Information on the development and design of hardware, software, database, information centre, administration of data, EDP Policy, Training, EDP Standards, and contracts. *Topics:* Correspondence; tenders and contracts; security of EDP installations; study on radiation from terminal screens; computer activity reports; systems and programming standards; software master control programs and utilities for all systems, EDP policy, database studies, schedules and information, EDP standards and contracting documentation. *Storage Medium:* Magnetic tapes and paper. *Program Record Number:* EIC SYS 560

■ National Services Directorate

Annuities Program

Description: Information on the administration of Canadian government annuities contracts. *Topics:* Correspondence on legislative and regulatory proposals; operational procedures; activity, statistical, actuarial and financial reports; surveys, and studies on the program. *Storage Medium:* Paper. *Program Record Number:* EIC NSB 605

Record of Employment

Description: Information on the processing of the third copy of the Record of Employment (ROE). *Topics:* Procedures, guidelines and correspondence on the processing of the third copy of the ROE forms and maintaining the ROE information bank. *Storage Medium:* Paper. *Program Record Number:* EIC NSB 595

Release of Information

Description: Information on the release or exchange of SIN information. *Topics:* Guidelines and correspondence on the release of SIN information to individuals, other government departments or agencies; exchange of information and data with other government departments. (Details on the release of SIN information may be obtained by referring to the Personal Information Index.) *Storage Medium:* Paper. *Program Record Number:* EIC NSB 590

Social Insurance Number Registration

Description: Information on applying for Social Insurance Numbers. *Topics:* Correspondence on legislative and regulatory proposals; processing SIN applications; supporting documentation (proof of identity) for Canadian citizens, permanent residents and individuals who are neither Canadian citizens nor permanent residents; replacement SIN cards; amendments to SIN records; mass applications; internal control and issuance of individual SINs; production and activity reports; studies on the SIN program. *Storage Medium:* Paper. *Program Record Number:* EIC NSB 585

Tax Inquiries (T4U/TP4U)

Description: Requests for information on the T4U/TP4Us. *Topics:* Procedures for handling inquiries; issuing duplicate T4U/TP4Us; general correspondence. *Storage Medium:* Paper. *Program Record Number:* EIC NSB 600

Unemployment Insurance Premium Reduction Program

Description: Information on the granting and control of unemployment insurance premium reductions for employers with qualified salary replacement plans. *Topics:* Operational procedures; employer files containing applications, documentation, enquiries, complaints, appeals and audit reports; general enquiries; internal control of quality; monthly microfilm or microfiche listings of employers with qualified or non-qualified salary replacement plans; operational and statistical reports. *Storage Medium:* Paper, microfiches and magnetic tapes. *Program Record Number:* EIC NSB 610

■ Strategic Policy and Planning Group

Canadian Occupational Projection System (COPS)

Description: Development of occupational labour market supply and demand related analyses and projections in the light of historical, current, and projected labour market conditions, using survey and other data gathered for these purposes. *Topics:* Analysis of economic, industrial and occupational employment growth projections and their implications; analysis of trends and projections in enrolments and graduations from educational and training institutions and subsequent labour market experiences of graduates; analysis of private sector training and recruitment activities and in-depth sectoral studies focusing on anticipated human resource developments in individual sectors; assessments of the impacts of technological change on occupation/skill needs on a sectoral and economy-wide basis; analysis of labour market adjustment; in-depth analysis of individual occupational groups; assessment of related administrative data (immigration, unemployment insurance claimant data by occupational group aggregates, National Job Bank data, Canadian Job Strategy Programs) from an occupational labour-market analysis viewpoint. *Storage Medium:* Paper. *Program Record Number:* EIC SPP 635

Census

Description: Statistical surveys relating to EIC programs. *Topics:* Statistical surveys developed for collecting census data on EIC programs and activities for Statistics Canada. *Storage Medium:* Magnetic tapes. *Program Record Number:* EIC SPP 625

Data Development

Description: Information on projects associated with developing CEIC program data sources. *Topics:* Studies and projects on the development and maintenance of existing data systems such as the Longitudinal Labour Force Tracking File, Labour Force Survey Data, training files, benefit overpayment files and the National Job Bank; Strategic Policy and Planning inputs to Access to Information and Privacy; description of agreements on information exchange; co-operative agreements with provinces on developing new labour market databases. *Storage Medium:* Magnetic tapes. *Program Record Number:* EIC SPP 650

Evaluation of Immigration Programs

Description: Information on the efficiency and effectiveness of the Immigration Program. *Topics:* Studies and projects on the assessment of the overall impact of the Immigration Program including an evaluation of refugee programs; evaluation of refugee sponsorship programs; study of the impact of refugee programs on Canada Immigration Centre (CIC) and Canada Employment Centre (CEC) operations; examination of visa officer and port-of-entry officer decision-making processes; evaluation of the business immigration program and its impact on the Canadian economy; evaluation of the effectiveness of Primary Inspection Line (PIL); information on immigration recruitment and selection activities and subsequent labour market performance by class. *Storage Medium:* Paper and magnetic tapes. *Program Record Number:* EIC SPP 665

Evaluation of Job Creation and Employment Services

Description: Information on the efficiency and effectiveness of job creation programs and the employment services. *Topics:* Studies and projects on assessment of the overall impact of employment services, including consideration of the effectiveness of Canada Employment Centres' human resource development, placement and labour market information services. Evaluation studies also include the assessment of the overall impact of job creation measures,specialization services units and Adjustment Services. *Storage Medium:* Magnetic tapes. *Program Record Number:* EIC SPP 675

General

Description: Analyses and assessments of EIC policies. *Topics:* Overall development of policies; analysis of plans and programs; assessment of policies for Benefit, Immigration and Labour Market Programs. *Storage Medium:* Paper. *Program Record Number:* EIC SPP 620

General Planning

Description: Activities associated with intra-departmental development and coordination of short-term planning requirements. *Topics:* Coordination or development of Strategic Policy and Planning and Commission/departmental inputs into the Planning and Accountability Process, including short-term corporate priorities; operational plans, managerial contracts and budgets; performance measures and resource allocation; monitoring of corporate and program/service/regional activities; analysis of the Planning and Accountability Process. *Storage Medium:* Paper and magnetic tapes. *Program Record Number:* EIC SPP 645

Human Resource Development Programs

Description: Reports, supporting analyses and other documents related to evaluations of EIC human resource development programs. *Topics:* Evaluations of programs under the Canadian Jobs Strategy; programs under the National Training Act and the Adult Occupational Training Act; youth training programs; programs for the employment-disadvantaged. *Storage Medium:* Paper and magnetic tapes. *Program Record Number:* EIC SPP 680

Innovations

Description: Policies, guidelines and correspondence on Innovations. *Topics:* Policies and guidelines for implementing the Innovations program; description of Innovations program; reports. *Storage Medium:* Paper and magnetic tapes. *Program Record Number:* EIC SPP 301

International Analysis and Regional Relations

Description: Information on projects associated with regional economic services and international organizations and conferences. *Topics:* Liaison with regional economic services and national conferences; projects relating labour market information and local planning strategies; and information on international labour market programs and services. *Storage Medium:* Paper and magnetic tapes. *Program Record Number:* EIC SPP 655

Labour Market Policy Analysis

Description: Development, analysis and assessment of labour market strategies and policies in the light of current and forecast labour market conditions. *Topics:* Analysis of labour market needs of individuals and employers; development and analysis of data pertaining to specific labour force participants such as youth, women, the long-term unemployed, aboriginals and others; analysis of strategies, policies and programs relating to such groups and others. *Storage Medium:* Paper. *Program Record Number:* EIC SPP 710

Labour Market Program Analyses

Description: Analysis of the needs of various groups for training or employment and of the adequacy of existing programs. *Topics:* Analysis of needs and program participation of target groups; design and analysis of labour market surveys to monitor the impact of programs; advice on labour market surveys; operation of models on program participation; selected short studies on timely labour market issues. *Storage Medium:* Paper and magnetic tapes. *Program Record Number:* EIC SPP 711

Labour Market Studies

Description: Policy-oriented analytical studies on the structure and operation of the labour market in Canada and other countries for labour market policy and program development in EIC. *Topics:* Studies related to the analysis of unemployment and structural labour market problems; analysis of labour market dynamics; development of quantitative models for policy making, and provision of special studies and analytical advice to EIC operational and policy branches; analysis and simulation of the effects of structural change on labour adjustment (including Canada-U.S. bilateral trade policy); development of models to assess the employment implications of changes in wage and non-wage labour costs (including issues related to income tax reform); analysis of training in industry and technological change; longitudinal studies and projects relating to labour market dynamics including examination of the flow of labour into and out of the labour force; special projects such as labour market experience of women, male-female wage differentials, trends in long-term unemployment, the impact of technological change on female employment; Social Assistance Recipients (SARs), New Brunswick file. ***Storage Medium:*** Paper. ***Program Record Number:*** EIC SPP 705

OECD Employment, Labour and Social Affairs Committee (ELSA)

Description: Information on projects associated with Canada's involvement in the activities of the ELSA Committee of the Organization for Economic Co-operation and Development (OECD). ***Topics:*** Studies and projects addressing the analysis of papers and the preparation of briefing material for the Committee Conference at the Ministerial level; revision of the Inventory of Federal Employment and Human Resource Development Measures; analyses and briefings on papers and reports prepared for the ELSA Committee and the Working Party on Employment. ***Storage Medium:*** Paper and magnetic tapes. ***Program Record Number:*** EIC SPP 660

Research

Description: Non-program or policy specific EIC research. ***Topics:*** Reports on general EIC research not related to particular policies or programs. ***Storage Medium:*** Paper. ***Program Record Number:*** EIC SPP 630

Strategic Planning

Description: Projects associated with Commission/ Department preparation of medium and long term plans. ***Topics:*** Ongoing scanning of broad long-term socio-economic developments to assess their potential impact on human resources, labour market, income maintenance and immigration policies; identification of broad strategic options to address gaps between current departmental operations and environmental trends; preparation of a planning environment assessment document, and the Commission/Department strategic planning framework/strategic overview. ***Storage Medium:*** Paper, magnetic tapes, slides and video. ***Program Record Number:*** EIC SPP 640

Surveys

Description: Surveys relating to EIC policies, programs and services. ***Topics:*** Survey data and related analyses used for the development of communications strategies. ***Storage Medium:*** Magnetic tapes. ***Program Record Number:*** EIC SPP 619

Unemployment Insurance Program Evaluation

Description: Information on the efficiency and effectiveness of the Unemployment Insurance Program. ***Topics:*** Evaluation of the overall impact of the Unemployment Insurance Program including consideration of the effectiveness of the following components: Regular benefits, sickness benefits, adoption/maternity benefits and fishing benefits. Evaluation of the effectiveness and consideration of alternatives to the following components: Premium Reduction Program, Work Sharing Program, Appeal System. Evaluation of Investigation and Control components including automated unreported earning detection systems and assessment of their prevention, detection and deterrence capabilities. Evaluation of Regional Computer Centres and Social Insurance Numbers. Evaluation of the effectiveness of the Control Strategy, including a measurement of the abuse rate. ***Storage Medium:*** Magnetic tapes. ***Program Record Number:*** EIC SPP 670

Unemployment Insurance Program Impact Analysis

Description: Information on the analysis of the effects of unemployment insurance on claimants, their dependants, the unemployed and the economy in general. ***Topics:*** Analysis of income protection for unemployed persons not receiving unemployment insurance benefits; studies of the extent to which the Unemployment Insurance Program facilitates labour market adjustments; assessment of financial hardships experienced by unemployment insurance benefit exhaustees; studies of the unemployment insurance economic stabilization effects; assessment of the utility and appropriateness of unemployment insurance coverage for various groups of labour force participants. ***Storage Medium:*** Paper and computer diskettes. ***Program Record Number:*** EIC SPP 695

Unemployment Insurance Program Policy Development and Analysis

Description: Information on the analysis and development of unemployment insurance policy to accommodate changing socio-economic and other influences affecting the labour market. ***Topics:*** Studies and projects on the assessment of the economic and labour market effects of unemployment insurance; consideration of the adequacy of unemployment insurance benefit levels in relation to such factors as family composition and size, multiple-income families and different income classes; assessment of labour market efficiencies in light of such influences as an experience rating system; examination and forecasting of unemployment insurance benefit expenditures and revenues; analysis of the maternity benefit program; assessment of the developmental uses of unemployment insurance including training, job creation and work sharing. ***Storage Medium:*** Paper and computer diskettes. ***Program Record Number:*** EIC SPP 690

Public Affairs Branch

Information About EIC's Programs and Policies

Description: Information on EIC's programs, policies and services. *Topics:* Immigration; labour market; unemployment insurance; youth. *Storage Medium:* 95% paper and 5% video. *Program Record Number:* EIC PAF 615

Surveys

Description: Surveys on public attitudes towards EIC policies, programs and services. *Topics:* Survey data and related analyses used for the development of communications strategies. *Storage Medium:* Paper. *Program Record Number:* EIC PAF 616

Personal Information Banks

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Employment Group

Canada Employment Centre Client's Counselling Case File

Description: Information on file contains some or all of the following: The individual's name and address, counsellor's comments on employment barriers, diagnostic services report, criminal record summaries, comments on and results of aptitude and interest tests, provincial government rehabilitation reports, information from social services agencies, correspondence relating to enquiries from national headquarters and Members of Parliament. Individuals seeking access to this information should provide date of birth and CEC where last registered. *Class of Individuals:* Information contained in the bank concerns identified registered clients in the Canada Employment Centre (CEC) area whose employment-related needs are such that particularly sensitive information is required. *Purpose:* The purpose of this bank is to assist in administering employment-related services such as counselling and in determining a client's suitability for job referral or other services. *Consistent Uses:* Uses of information from this file may include sharing with co-operating agencies in the human resources or social service fields, sharing with employers to demonstrate the client's employment strengths and barriers in order to facilitate entry or re-entry into the labour market, and for assistance in selection and placement, and with educational institutions concerning the results of aptitude and interest tests. Releases of information are subject to the provisions of section 96 of the Unemployment Insurance Act. Information may also be used for internal audit purposes. It may also be provided to private sector research firms for the purposes of planning, statistics, research and evaluation. *Retention and Disposal Standards:* This information is destroyed two years after last administrative action. *TBS Registration:* 001995 *Contact:* Manager, Canada Employment Centre where last registered (consult telephone directory for address) *Bank Number:* EIC PPU 010

Canadian Jobs Strategy (from July 1, 1988)

Description: This bank may include the following types of information regarding participants in Job Development, Job Entry, Skill Investment, Skill Shortages and Community Futures, Industrial Adjustment Service: name, address, Social Insurance Number, telephone number, work history (curriculum vitae), occupational and demographic data, labour force status, self-identified special interest group membership, training and wage information, tenure on IAS committee, date of termination and other CJS project-specific information. *Class of Individuals:* Clients who have participated in the programs identified above, persons serving as chair or member of a committee under an agreement with IAS, and those contracted under agreement to do consulting work for the committee. *Purpose:* This bank is used to retain information on and monitor clients, in the above-mentioned programs of the Canadian Jobs Strategy, who started after July 1, 1988 and to retain information on IAS committee members and persons related to the committee work in accordance with the IAS agreement. *Consistent Uses:* This information is used by Employment and Immigration Canada for statistics, planning, research, reimbursement, internal audit and evaluation purposes and may be provided to private sector research firms for these purposes other than reimbursement. CJS information is used by Statistics Canada for evaluation and survey purposes. These disclosures have been approved by the Minister under section 96 of the Unemployment Insurance Act. *Retention and Disposal Standards:* The CJS files on paper at the CEC are destroyed two years after participant completion of the programs. Machine readable records are maintained for 25 years. IAS information is held primarily in regional offices or at National Headquarters in the case of national IAS agreements. IAS files on paper are retained for two years. *TBS Registration:* 002412 *Contact:* Manager, Canada Employment Centre (consult telephone directory for address) *Bank Number:* EIC PPU 078

Canadian Jobs Strategy – Community Futures Program (CFP)

Description: This bank may contain correspondence relating to the projects as well as curricula vitae of the committee chairpersons and members of the Board of Directors of the Business Development committees. *Class of Individuals:* Members of a Community Futures Committee who have received assistance under the Program. *Purpose:* This bank is used to administer the Community Futures component of the Canadian Jobs Strategy. *Consistent Uses:* This information is used by Employment and Immigration Canada for statistics, planning, research, internal audit and evaluation purposes. It may also be provided to private sector research firms for the planning, statistics, research and evaluation functions. *Retention and Disposal Standards:* The files on approved projects are kept at the CEC for six fiscal years after the project terminates; those records are maintained for 25 years. ***TBS Registration:*** 002409 ***Contact:*** Manager, Canada Employment Centre (consult telephone directory for address) ***Bank Number:*** EIC PPU 071

Canadian Jobs Strategy Follow-up Surveys

Description: This bank includes post-training labour market status of participants and information on the impact of training on their employability and, if they are employed, their occupation. ***Class of Individuals:*** Participants in the Community Futures, Skill Shortages, Skill Investment, Job Entry and Job Development programs, and any future Canadian Jobs Strategy programs, who have completed or discontinued training or work experience with an employer, or in a public or private institution. ***Purpose:*** The purpose of the bank is to determine the effectiveness of the training/work experience and to budget for future courses. The results for the individual courses, agreements or occupations, etc., in terms of post-training labour market status of the participants, are frequently used to isolate problem areas and to determine whether training/work experience in certain fields should be discontinued, maintained or expanded, or if certain aspects of the programs should be modified. ***Consistent Uses:*** The information may be used for internal audit and by Statistics Canada for survey and evaluation purposes. It may also be provided to private sector research firms for the purposes of planning, statistics, research and evaluation. ***Retention and Disposal Standards:*** The computer files are maintained for 25 years. ***TBS Registration:*** 002411 ***Contact:*** Chief, CJS MIS, Planning and Coordination, Employment, National Office, (See Key Addresses at beginning of chapter) ***Bank Number:*** EIC PPU 101

Canadian Jobs Strategy – Income Support

Description: This bank may contain the following types of information regarding participants in Institutional Training (1981-1987), Youth Training (1984-1986), Job Entry (1986-91), Direct Purchase and Coordinating Group options (from 1986): Name, Social Insurance Number, address, telephone number, sex, self-identified special interest group membership, number of dependants, marital status, education, pre-training labour force status, occupation, training course information and income support entitlement data; course test results, course termination or discontinuation notices, unauthorized absences and other income support transactions. ***Class of Individuals:*** Clients who have participated in the programs identified above. ***Purpose:*** This bank is used to inform participants and to provide them with income support either from Unemployment Insurance or in the form of allowance cheques issued by Supply and Services Canada. It is also used to monitor participation and to produce T4/relevé 1 documents at year end. ***Consistent Uses:*** (1) The information is used by Employment and Immigration Canada for statistics, planning, research, internal audit and evaluation purposes and may be provided to private sector research firms for this purpose. (2) The information is also shared with other federal, provincial and municipal social agencies such as Health and Welfare, Veterans Affairs and social welfare and education departments for the coordination of services to clients. Justice Canada uses information for family orders enforcement where authorized by law, and Statistics Canada for evaluation and survey purposes. These disclosures have been approved by the Minister under section 96 of the Unemployment Insurance Act, the Taxation Act or the Family Orders and Agreements Enforcement Assistance Act. (3) The RCMP uses the information for the investigation of offenses against the Unemployment Insurance Act. Revenue Canada (Taxation) uses it for cross-audit and for income tax purposes, where authorized by law. ***Retention and Disposal Standards:*** The files on paper at the CEC are destroyed two years after the client's participation has ended. The computerized records at Supply and Services Canada are destroyed after the client's T4 has been issued, and those at NHQ are maintained for 25 years either at EIC or the National Archives of Canada. ***TBS Registration:*** 002405 ***Contact:*** Manager, Canada Employment Centre (consult telephone directory for address) ***Bank Number:*** EIC PPU 074

Canadian Jobs Strategy – Project-based Programs

Description: This bank may contain the following types of information regarding participants in Job Development 1985-July 1991, Challenge since 1985, Community Futures, Self-Employment Incentive and Skill Shortages programs and Community Futures Relocation option (1985-1991); name, address, Social Insurance Number, telephone number, occupational and demographic data, labour force status, self-identified special interest group membership, training and wage information, date of termination and other project-specific information. The computerized information in this bank is maintained at the EIC Facilities Management site. ***Class of Individuals:*** Clients who have participated in the programs identified above. ***Purpose:*** This bank was used to retain information on and monitor clients in Canadian Jobs Strategy from 1985 to July 1991 and to provide a comparative database for analyses. ***Consistent Uses:*** This information is used by Employment and Immigration Canada for statistics, planning, research, internal audit and evaluation purposes and may be provided to private sector research firms for this function. It is used by Statistics Canada for evaluation and survey purposes. These disclosures have been approved by the Minister under section 96 of the Unemployment Insurance Act. ***Retention and Disposal Standards:*** The information on paper at the CEC is destroyed two years after participants' completion of programs. Machine-readable records are maintained for 25 years to provide a comparative database for the analysis of long-term participation in various programs. ***TBS Registration:*** 002404 ***Contact:*** Manager, Canada Employment Centre (consult telephone directory for address) ***Bank Number:*** EIC PPU 076

Canadian Jobs Strategy – Work-based Programs

Description: Information in this bank may include the following types of information regarding participants in the National Industrial Training Program, the Skill Shortages and Skill Investment Programs (1985-91), and Critical

Trade Skills Training Programs (1975-85): Name, address, Social Insurance Number, telephone number, occupational and demographic information, notice of training termination and other course-related and contract information. *Class of Individuals:* Clients who participated in the National Training Program, the Critical Trade Skills Program from 1975-85 and the Skill Shortage and Skill Investment Programs of the Canadian Jobs Strategy between 1985 and July 1991. *Purpose:* This bank was used to retain information on and monitor clients in the training programs and is now used as historical records on program activities. *Consistent Uses:* This information is used by Employment and Immigration Canada for statistics, planning, research, internal audit and evaluation purposes and may be provided to private sector research firms for this objective. It is used by Statistics Canada for evaluation and survey purposes. These disclosures have been approved by the Minister under section 96 of the Unemployment Insurance Act. *Retention and Disposal Standards:* The information on paper at the CEC is destroyed two years after participants' completion. Machine-readable records are maintained for 25 years. *TBS Registration:* 002406 *Contact:* Manager, Canada Employment Centre (consult telephone directory for address) *Bank Number:* EIC PPU 073

Canadian Rural Transition Program

Description: This bank contains the application forms showing the applicant's name, address and Social Insurance Number. The forms are placed in applicants files for reference purposes, as well as relevant documentation, including financial information on the applicants, presented with the application form. *Class of Individuals:* Operators of agricultural farm businesses who apply for assistance, when they are forced to leave this business because of financial difficulties. *Purpose:* Information requested on the application form will be utilized to determine the applicant's eligibility for program assistance, as well as to establish what members of the applicant's family may be entitled to program assistance. *Consistent Uses:* Information provided on the application form will enable the Canadian Employment and Immigration Commission to confirm the applicant's eligibility. It may be provided to private sector research firms for the purpose of planning, statistics, research and evaluation. The Social Insurance Number will be utilized to verify that the applicant is a Canadian citizen, and is not collecting unemployment insurance or social assistance. The documents provided with the application will contain the bank's (or other) confirmation of the applicant's financial status. *Retention and Disposal Standards:* Files will be kept by Canada Employment Centres for the duration of the program and forwarded to the regional office and National Headquarters for later transfer to the National Archives of Canada. *TBS Registration:* 001824 *Contact:* Manager, Canada Employment Centre (consult telephone directory for address) *Bank Number:* EIC PPU 430

Caribbean-Mexican Seasonal Agriculture Workers

Description: Information on the worker may include name, address, Social Insurance Number, previous experience, sex, height and work history, as well as the name of the employer. More detailed information about the employee may be contained in EIC PPU 295 and the Landed Immigrant Data System. Details governing wages, hours of work, living conditions and employer/employee wages, hours of work, living conditions and employer/employee rights and obligations may be found in the employer/employee agreement. Persons seeking access should provide their approximate dates of employment and the name and location of the employer. *Class of Individuals:* Persons temporarily in Canada under the Commonwealth Caribbean or the Mexican Seasonal Agricultural Workers Program who are employed as seasonal labourers in the agricultural and food processing sectors during peak periods when Canadians are not available in sufficient numbers. *Purpose:* The purpose of this bank is to record information on persons temporarily in Canada as seasonal workers in the agricultural and food processing sectors and to identify employers participating in either the Commonwealth Caribbean or the Mexican Seasonal Agricultural Workers Program. *Consistent Uses:* Employer information is provided to the provincial Ministry of Health for certification of the premises, and to foreign government representatives in Canada who assist in filling the order. Employee information may be shared with the Immigration Enforcement Branch and statistical information is provided to Statistics Canada and Agricultural Canada. These uses have been approved by the Minister under section 96 of the Unemployment Insurance Act. Releases of information are subject to the provisions of section 96 of the Unemployment Insurance Act. The information may be used for internal audit purposes and may be provided to private sector research firms for the purposes of planning, statistics, research and evaluation. *Retention and Disposal Standards:* Information is retained in the local Canada Employment Centre for two years after the last action. *TBS Registration:* 001999 *Contact:* Manager, Canada Employment Centre (consult telephone directory for address) *Bank Number:* EIC PPU 110

Contractors, Agricultural Employment Services (AES)

Description: This bank may include the following types of information: Name and address, experience, work history (curriculum vitae), a copy of the agreement with EIC, reports of on-site visits by EIC staff and related correspondence. In the Province of Quebec, this agreement is between the Commission and "La Corporation du service de la main-d'oeuvre agricole of l'Union des producteurs agricoles du Québec" (UPA), and covers all AES points of service in that province. Information is held primarily in regional offices. Requests for access must be made to the appropriate regional office, giving name and location of the AES office. *Class of Individuals:* Persons who are serving as Agricultural Employment Services Contractors under an agreement with the Employment and Immigration Commission. *Purpose:* The purpose of the bank is to maintain contracts and related information on those persons who are serving as AES Contractors. *Consistent Uses:* This information may be used by Employment Services and

Legal Services of EIC. It may also be used for internal audit purposes and may be provided to private sector research firms for the purposes of planning, statistics, research and evaluation. ***Retention and Disposal Standards:*** The material is retained for two years following termination of the agreement. ***TBS Registration:*** 001998 ***Contact:*** Agriculture Employment Consultant, EIC Regional Office ***Bank Number:*** EIC PPU 105

Electronic Data Processing (EDP) Systems

The Employment Group uses an integrated clerical, manual and EDP system to deliver its programs and services. The systems support the various employment programs. These systems may support information banks already described and include computer systems, associated databases and documentation as well as providing a source of historical information on the programs associated with the former Labour Market Development Group: (1) Employment Systems – Employment Client Services (EDP-1): This system supports the administration of Employment Client Services. Information is held on magnetic tape/disk; (2) Information Systems – Advanced Systems (EDP-2): This system uses data from the former EIC PPU 020 to make client data available via computer terminals located in local and regional offices and to run National Employment Services System (NESS). NESS is a computerized information system to provide faster service and more accurate information for our worker and employer-clients; (3) Canadian Jobs Strategy Programs – Job Development, Job Entry, Skill Shortages, Skill Investment, Innovations and Community Futures; (4) Labour Market Development Programs – Canada Community Development Projects; Canada Community Services Projects; Canada Works/Young Canada Works; Employment of the Disadvantaged; Local Employment Assistance Program; Portable Wage Subsidy Program; Summer Youth Employment; Summer Canada; Local Employment and Development Program; Canada Works Program (83-84) (84-85); Career-Access Program; Summer Career Access; New Employment Expansion and Development (NEED) Program; Jobs Corps; Summer Employment/Experience Development Program 1985, Critical Trades Skills Training; National Industrial Training Program; Institutional Training; and the Youth Training Program. Information is held on magnetic tape/disk. ***Note:*** Although the related programs no longer exist, in keeping with the retention and disposal schedule, the information continues to be maintained; (5) Labour Force Development Strategy (LFDS) (May 1991) – Consolidates all the elements of the Canadian Jobs Strategy (CJS) and Employment Services; (6) Information and Special Initiatives Program (July 1991) – Labour Market Information; Service Needs Determination; Labour Exchange; Special Labour Market Initiatives; Labour Market Research (September 1990); (7) Employability Improvement Program (July 1991) – Employment Counselling; Project Based Training; Wage Reimbursement; Purchase of Training/Income Support; Youth Initiatives; Employment Assistance, Outreach and Delivery Assistance available under Job Search Strategies; Job Finding Clubs; Group Employment Counselling; Diagnostic Assessment; Community-Based Employment Assistance; Special Approaches and Outreach. Mobility Assistance is scheduled to be implemented in 1992; (8) Labour Market Adjustment Program (July 1991) – Human Resource Planning; Employer Client Services; Foreign Worker Recruitment Activities; Agricultural Employment Services; Workplace-Based Training Work Sharing; Re-training; Employment Equity; Industrial Adjustment Service. The Training Trust Fund component is scheduled to be implemented in 1992; (9) Community Development Program (July 1991) – Community Futures Committees; Business Development Centres; Community Initiatives Fund. Self Employment Assistance and Local Project are scheduled to be implemented in 1992.

Employment Development Programs up to 1985

Description: Information in this bank may include name, address, Social Insurance Number, occupation and demographic data, wage subsidy information on clients who participated in the following programs: Local Economic Development Assistance, Canada Community Services projects, Canada Community Development projects, Work Sharing Program, Portable Wage Subsidy Program, Program for the Employment-Disadvantaged, Local Employment Assistance and Development Program, Canada Works, Career Access, New Employment Expansion and Development, Job Corps and Unemployment Insurance (section 25). These programs were the forerunners of the Canadian Jobs Strategy. ***Class of Individuals:*** Clients who participated in the above-mentioned programs. ***Purpose:*** This bank was used to retain information on and monitor clients in the programs, and it now provides a comparative database for analyses. ***Consistent Uses:*** This information is used by Employment and Immigration Canada for statistics, planning, research and evaluation purposes and may be provided to private sector research firms for these uses. It may be used for internal audits. It is used by Statistics Canada for evaluation and survey purposes. The disclosures have been approved by the Minister under section 96 of the Unemployment Insurance Act. ***Note:*** Although the related programs no longer exist, in keeping with the retention and disposal schedule, the information continues to be maintained. ***Retention and Disposal Standards:*** Machine readable records are maintained for 25 years. ***TBS Registration:*** 002407 ***Contact:*** Regional Office (consult telephone directory for address) ***Bank Number:*** EIC PPU 077

National Institutional Training Program Follow-up Survey

Description: This bank includes information on the post-training labour market status of trainees and on the impact of training on their employability and, if they are employed, their occupation. ***Class of Individuals:*** Trainees in the Skill, Job Readiness, Work Adjustment and Occupational Orientation programs and in Language and Basic Training for Skill Development who withdrew from or completed a full-time training course in a public or private training institution prior to March 1987. ***Purpose:*** This bank was used to determine the effectiveness of the training and to budget for courses prior to 1987. The results of individual courses or occupations, in terms of post-training labour market status of trainees, are frequently used to isolate problem areas and to determine which training courses should be discontinued, maintained or expanded. ***Consistent Uses:*** This information may be used for internal audit and by Statistics Canada for evaluations and surveys. It may be provided to private sector research firms for the purposes of planning, statistics, research and evaluation. ***Retention and Disposal Standards:*** The computer files are maintained for 25 years. ***Note:*** Although the related programs no longer exist, in keeping with the retention and disposal schedule, the information continues to be maintained. ***TBS Registration:*** 002410 ***Contact:*** Director, Planning and Coordination, Employment and Immigration Canada, National Office, (See Key Addresses at beginning of chapter) ***Bank Number:*** EIC PPU 100

National Training Program Master Trainee Inventory

Description: This bank contains a record of courses taken, their location and starting and finishing dates. It also contains clients' Social Insurance Number, age, sex and marital status, as well as information on income support accorded and on course completion and results. ***Class of Individuals:*** Clients who were enrolled in the institutional training program from 1968 to 1981 when the new institutional training information system, with CEC inquiry capabilities, was implemented. ***Purpose:*** This information bank serves as a reference file to permit identification of EIC training courses taken by clients over many years. ***Consistent Uses:*** The information may also be provided to private sector research firms for the purposes of planning, statistics, research and evaluation. ***Retention and Disposal Standards:*** The microfilm will be kept for 30 years to serve as reference for courses taken by clients. ***Note:*** Although the related programs no longer exist, in keeping with the retention and disposal schedule, the information continues to be maintained. ***TBS Registration:*** 002408 ***Contact:*** Head Operations, Management Information Services Employment, National Office (See Key Addresses at beginning of chapter) ***Bank Number:*** EIC PPU 060

Registration for Employment File

Description: This bank may contain some or all of the following information: The individual's name, address and Social Insurance Number, demographic data, the individual's employment preference, education and qualifications, disabilities, employment history, self-identification of a designated group, citizenship status and general comments on the client. These comments include employment barriers, as well as reason for not being able to work. ***Class of Individuals:*** Persons registering for employment with a Canada Employment Centre. ***Purpose:*** The purpose of this bank is to assist worker-clients in establishing themselves in the labour market and in finding suitable employment and to assist employers to find suitable workers. It can also be used in the administration of other employment related services such as counselling, testing, and may also assist in establishing entitlement to unemployment insurance benefits. It may also be used in the administration of immigration programs within EIC. ***Consistent Uses:*** The bank is a source of information used by Employment and Immigration Canada for purposes of research, planning, statistics, evaluation and internal audit and may be provided to private sector research firms for this purpose. Other uses of this information include sharing with federal, provincial and municipal departments and social agencies (such as Health and Welfare, Revenue Canada/Taxation, Veterans Affairs, Indian Affairs, Workers Compensation Boards, social welfare, and education departments) for the coordination of services to clients, also with Statistics Canada for statistical, analytical and planning purposes. Information may also be shared with the RCMP for investigation of offenses against the Unemployment Insurance Act. Releases of information are subject to the provisions of section 96 of the Unemployment Insurance Act. ***Retention and Disposal Standards:*** Records are destroyed two years after last action. ***TBS Registration:*** 001994 ***Contact:*** Manager, Canada Employment Centre where last registered (consult telephone directory for address) ***Bank Number:*** EIC PPU 005

Student Registration for Summer Employment

Description: This bank may include the following information: name, Social Insurance Number, address, telephone number, language, date of birth, self identification of designated groups, education, employment qualifications, work history, employment preference, record of referrals and other comments on client. Individuals seeking access to this bank should provide their date of birth and level of education completed at the time of registration. ***Class of Individuals:*** Students seeking summer employment who have registered at a Canada Employment Centre for Students. ***Purpose:*** The purpose of this bank is to assist students in finding suitable summer employment and to assist employers in finding suitable summer student workers. It may also be used in other employment-related services such as counselling and may assist in establishing entitlement to unemployment insurance benefits. The bank serves as a source of information used by Employment and Immigration Canada for statistics, evaluation, planning and research as well as for internal audit purposes. ***Consistent Uses:*** Information in the bank may also be shared with other federal or provincial departments, subject to formal agreement, for research, planning, statistics and evaluation purposes and may also be provided to private sector research firms for this purpose. Other uses include sharing information with employers for assistance in selection or placement. The information may also be shared with the RCMP for investigation of offenses against the Unemployment Insurance Act. Release of information is subject to section 96 and subsection 120(2) of the Unemployment Insurance Act. ***Retention and Disposal Standards:*** Records are destroyed two years after the last administrative action. ***TBS Registration:*** 002003 ***Contact:*** From February to August: Officer in Charge Canada Employment Centre for Students (Address can be obtained from local Canada Employment Centre). During other months: Manager, Local Canada Employment Centre (Consult telephone directory for address) ***Bank Number:*** EIC PPU 040

■ Insurance Group

Automated Earnings Reporting System

Description: This bank contains information collected from magnetic tape, cartridges or disk files received by the Commission from employers. Each record may contain the employee's name, Social Insurance Number, the date of the week worked and the salary received, and the employer's name, address and Revenue Canada (Taxation) number. ***Class of Individuals:*** Employers participating in the control program and individuals who have received unemployment insurance benefits. ***Purpose:*** The purpose of this bank is to administer the Unemployment Insurance Act. The information is used at the Belleville Regional Computer Centre to produce monthly reports on potential abuse through unreported work and earnings, of the unemployment insurance fund. ***Consistent Uses:*** Information may be used for internal audit purposes and may be provided to find Commission debtors whose whereabouts are unknown. It may be provided to private sector research firms under contract with EIC for evaluations, research, planning and statistics. ***Retention and Disposal Standards:*** The observation is retained on the claim file until three years after the last action on the claim. At that time, the entire file is destroyed. ***TBS Registration:*** 002366 ***Contact:*** Manager, Canada Employment Centre (consult telephone directory for address) ***Bank Number:*** EIC PPU 215

Benefit and Overpayment Master File

Description: This bank is a computerized record of benefit information based on documents used to establish first and continuing entitlement. The documents are retained in the Unemployment Insurance Claim File (Local Office), (EIC PPU 150) or at regional offices. (Under exceptional circumstances, the information in the bank may be held manually.) This bank may also contain information from the Revenue Canada PAYDAC and Taxation Taxpayer Master Files. ***Class of Individuals:*** Individuals who have received unemployment insurance benefits. ***Purpose:*** Information in this bank is used to determine the status of a claim, whether unemployment insurance benefits are payable or not, the amount payable. It is also used to keep a record of each payment or adjustment made during the life of the claim. Data from Revenue Canada PAYDAC File are used by EIC in the administration of the Unemployment Insurance Act and control activities. ***Consistent Uses:*** Data from Revenue Canada PAYDAC File are used by EIC for evaluation, statistical, internal audit and planning purposes. Some selected information is duplicated in an income tax system for issuance of T4U's and related statements, and is provided to Revenue Canada (Taxation) and, where applicable, to Revenue Quebec for taxation purposes. Information may be shared with Statistics Canada for statistical, analytical and planning purposes. Information may also be shared with Revenue Canada (Taxation) for the purpose of locating debtors to the crown and the Ontario Ministry of Housing for purposes of establishing eligibility for subsidized housing. Other uses may include the sharing of information with provincial, federal and municipal social agencies, such as welfare and education departments, for the administration and enforcement of their programs, the coordination of payment of benefits and for research. Information may also be shared with employers for the purpose of assisting them in fulfilling their responsibilities under the Unemployment Insurance Act. It may be shared with the Department of Justice for the purpose of administering the Family Orders and Agreements Enforcement Assistance Act. Information is also shared with authorized parties in order to obtain information to assist the Commission in the collection of overpayments. Some of the information may be provided to private sector survey companies for EIC-related evaluations, research, statistical and planning purposes. These uses comply with the provisions of the Privacy Act and have been approved under section 96 of the Act by the Minister of Employment and Immigration. Releases of information to third parties obtained under the Unemployment Insurance Act are subject to the provisions of section 96 of the Act. ***Retention and Disposal Standards:*** Records are retained for seven years. ***TBS Registration:*** 002362 ***Contact:*** Manager, Canada Employment Centre (consult telephone directory for address) ***Bank Number:*** EIC PPU 180

Contract Agents List

Description: This bank may include information on the agent such as name, address, qualification and work experience and information pertaining to the individual's activity as an agent. ***Class of Individuals:*** Claims-taking agents under contract with Employment and Immigration Canada. ***Purpose:*** Information is used to identify and monitor the activities of claims-taking agents under contract with Employment and Immigration Canada. ***Consistent Uses:*** Information may be used for audit purposes. It may also be provided to private sector research firms under contract with EIC for the purposes of planning, statistics, research and evaluation. ***Retention and Disposal Standards:*** Information is kept for three years after the individual ceases to be a contract agent. ***TBS Registration:*** 002363 ***Contact:*** Director General Insurance Services, National Office (See Key Addresses at beginning of chapter) or Regional Office (See Key Addresses at beginning of chapter) ***Bank Number:*** EIC PPU 185

Electronic Data Processing (EDP) Systems

The Insurance Group uses integrated clerical, manual and EDP systems to deliver its programs and services. The following systems support the various insurance programs. These systems may support several of the information banks already described; the numbers of the corresponding banks are given in all instances. BENEFIT SYSTEMS: (1) Benefit Pay (EDP-1): These systems support the administration of the unemployment insurance benefit program and may be used to produce payments, update status of claims, maintain a history of overpayments, produce monthly and quarterly statistical reports on operations, overpayments and accounting, produce T4U/TP4Us showing benefits paid and income tax deducted for each claimant, and support associated enquiry functions in local and regional offices. Information is held on magnetic tape/disk. (EIC PPU 150;155;170;180); (2) Employment and Benefits Systems (EDP-2): These systems use data from the above banks to make available claimant benefit and overpayment data via computer terminals located in local and regional offices. (EIC PPU 005; 150; 155; 180); (3) Benefit Systems – Control (EDP-3): These systems support the Insurance Group Control activities and may be used for detection of unreported work and earnings by unemployment insurance beneficiaries; to track debtors from EIC records; to compare Social Insurance Numbers issued/used to identify misuse; and for micrographic listings for the general control of insurance programs. Information is held on magnetic tape/disk. (EIC PPU 210; 215).

Interstate Unemployment Insurance Claims

Description: The files contain statistics relative to Liable and Agent State claims. Individuals seeking access to this bank must supply their Social Insurance Number or their social security number (whichever is appropriate). ***Class of Individuals:*** The unemployment insurance claimants identified in this bank are divided into two groups: (a) agent state claimants who are Canadians or non-Canadian residents in each of the unemployment insurance regions of Canada; and (b) Liable State claimants with working visas or U.S. citizenship, or landed immigrants residing in the United States, Puerto Rico or the Virgin Islands. ***Purpose:*** The purpose of this bank is to facilitate payment of unemployment insurance benefits to persons in the United States of America, Puerto Rico, Virgin Islands and Canada, residing outside the state in which their entitlement to unemployment benefits was earned. The information is used to create, maintain and control claim files when Canada is the agent state and to provide administrative assistance to Liable States concerned, as well as to create, maintain, control, adjudicate and provide payment of benefit when Canada is the Liable State. ***Consistent Uses:*** The information in this bank may be used by Employment and Immigration Canada for purposes of research, planning, evaluation, internal audit and statistics. Information may be provided to private sector research firms under contract with EIC for these purposes. ***Retention and Disposal Standards:*** The information is kept for five years after the last action. ***TBS Registration:*** 001990 ***Contact:*** Interstate Coordinator for Canada, c/o Director, Insurance Program Services, National Office, (See Key Addresses at beginning of chapter) ***Bank Number:*** EIC PPU 170

Labour Adjustment Benefits Claim File Local Office

Description: This bank may contain the following: Summary employment data for up to 35 years (e.g. employer identification, confirmation of employment, period worked, hours worked per year), proof of age, notification of qualification and non-qualification, correspondence regarding overpayments, entitlement information on certification and other related matters. The bank may also record the weekly payments, deductions, date on which the person will be 65 years old, and any information concerning interviews held with EIC staff (e.g. investigations by investigation and control officers, interviews by agents and employment counsellors). ***Class of Individuals:*** Individuals claiming labour adjustment benefits. ***Purpose:*** Information in the bank is used for the administration of the Labour Adjustment Benefits Program. ***Consistent Uses:*** Information may also be shared with Labour Canada, the Labour Adjustment Review Board and with the RCMP in cases of labour adjustment benefits fraud investigations. It may be used within Employment and Immigration Canada for statistical, internal audit and planning purposes at the regional and national levels. It may also be provided to private sector research firms under contract with EIC for the purposes of planning, statistics, research and evaluation. ***Retention and Disposal Standards:*** Records are kept for six years after termination of benefits. ***TBS Registration:*** 002368 ***Contact:*** Manager, Canada Employment Centre (consult telephone directory for address) ***Bank Number:*** EIC PPU 220

List of Chairpersons and Members of Boards of Referees

Description: This bank contains names, addresses, experience and work histories (curricula vitae), attendance records and availability status. Information is organized according to geographical location, in the board centre. ***Class of Individuals:*** Chairpersons and members of the Boards of Referees selected by the Commission from panels of employers and representatives of employers, insured persons and representatives of insured persons. ***Purpose:*** This bank provides a list of chairpersons and members of Boards of Referees who hear appeals against Commission decisions to deny the payment of unemployment insurance benefits. ***Consistent Uses:*** Information in this bank may be used to determine the terms of appointments to the Boards and for other related decisions. Information may be used for internal audit purposes. It may be provided to private sector research firms under contract with EIC for planning, statistics, research and evaluations. ***Retention and Disposal Standards:*** Information on individuals is retained for two years after the termination of the period of appointment. ***TBS Registration:*** 002364 ***Contact:*** Director, Appeals, Insurance Policy Branch, National Office, (See Key Addresses at beginning of chapter) ***Bank Number:*** EIC PPU 195

Report on Hirings

Description: Each observation report includes the employee's Social Insurance Number, the date of the first day worked and badge or payroll number if applicable, and the employer's name, address and Revenue Canada (Taxation) number. Individuals may gain access to the printout by giving their Social Insurance Number at the local office where their claim is filed. ***Class of Individuals:*** Individuals who have received unemployment insurance benefits and appear to have been overpaid. ***Purpose:*** This bank is used in the administration of the Unemployment Insurance Act. Information is used to control unreported work and earnings of claimants. The data received from employers are computer-matched against benefit records to discover possible overpayments against the unemployment insurance account. ***Consistent Uses:*** Information may also be used for internal audit purposes and to find Commission debtors whose whereabouts are unknown. Information may be shared with Statistics Canada for statistical, analytical and planning purposes. It may also be provided to private sector research firms under contract with EIC for the purposes of planning, statistics, research and evaluation. ***Retention and Disposal Standards:*** Hiring data on claimants where a potential overpayment exists are retained for two years. Hiring data on persons who are not recipients are erased as soon as the match is completed. ***TBS Registration:*** 002367 ***Contact:*** Manager, Canada Employment Centre (consult telephone directory for address) ***Bank Number:*** EIC PPU 210

Unemployment Insurance Claim File (Local Office)

Description: This bank may include the following type of information: name, Social Insurance Number, age, date of birth, sex, address and telephone number, preferred official language, income tax exemption level, summary of employment data for up to three years (e.g. employer identification, period worked, type of work, salary and insured weeks, earnings and union affiliation), possible information relative to farming, self-employment, educational instruction currently being received, participation in employment development programs such as Work Sharing or Job Creation, incarceration, medical certificates, appeals to Boards of Referees, disentitlement notices, disqualification notices, RCT assessment notices including name of worker, SIN, period of employment and employer affected and correspondence regarding overpayment, entitlement and other related matters. The bank may also record the amount and duration of unemployment insurance benefits payable, any interviews or investigations conducted by EIC staff relative to protect the unemployment insurance fund from abuse, any documentation obtained by RCT relative to determining insurable employment and earnings, and any penalties or criminal prosecutions undertaken for fraud in connection with offenses related to the Unemployment Insurance Act. Information in this bank is largely duplicated on the Benefit and Overpayment Master File (EIC PPU 180) kept at regional pay centres and national headquarters. Some information related to medical files is duplicated at national headquarters. All requests for access must include the social insurance number. This bank may also contain information from the Revenue Canada PAYDAC and Taxation Taxpayer Master Files. ***Class of Individuals:*** Individuals who have applied for unemployment insurance benefits. ***Purpose:*** Information in this bank is used in the administration of the unemployment insurance program. ***Consistent Uses:*** Information from this bank is used within Employment and Immigration Canada for the administration of all EIC programs (Insurance, Immigration, and Labour Market Policy) and for statistical, planning and internal audit purposes at the regional and national levels. Information may be provided to private sector research firms under contract with EIC for these purposes. Information can also be shared with the RCMP for investigation of offenses against the Unemployment Insurance Act. Information may be shared, subject to formal agreement, with departments of welfare and education for the administration of their own programs; with Revenue Canada (Taxation) and, where applicable, with Revenue Quebec (for taxation purposes), with Statistics Canada for follow-up surveys carried out on the Commission's behalf or the purposes of carrying out its duties under the Statistics Act; and with provincial Workers' Compensation Boards. Information may also be shared with employers for the purpose of assisting them in the carrying out of their responsibilities under the Unemployment Insurance Act. These uses comply with the provisions of the Privacy Act and have been approved by the Minister under section 96 of the Act. Releases of information obtained under the Unemployment Insurance Act are subject to the provisions of section 96 of the Unemployment Insurance Act. ***Retention and Disposal Standards:*** Records are destroyed three years after the last action. ***TBS Registration:*** 001989 ***Contact:*** Manager, Canada Employment Centre (consult telephone directory for address) ***Bank Number:*** EIC PPU 150

Unemployment Insurance Claimant's Bi-weekly Report Card

Description: This bank may include the following types of information regarding claimants: Name, address, telephone number, Social Insurance Number, dates covered, the individual's signed declaration of the dates available for work, as well as any earnings, illness or medical condition, during this two-week period. Information in this bank is largely duplicated on the Benefit and Overpayment Master File (EIC PPU 180) kept at regional pay centres and national headquarters. Individuals seeking access to this file must specify the two-week period covered by the report card they wish to consult. ***Class of Individuals:*** Individuals on claim for unemployment insurance benefits. ***Purpose:*** This bank provides a record of claimants' eligibility for benefits during the two-week period to which the bank refers. ***Consistent Uses:*** The information from this bank may be used by EIC for purposes of research, planning, evaluation and statistics and for control and internal audit purposes. Information may be provided to private sector research firms under contract with EIC for these purposes. Information may be shared with the RCMP for fraud investigations. ***Retention and Disposal Standards:*** Report cards are retained for four years. ***TBS Registration:*** 002361 ***Contact:*** Manager, Canada Employment Centre (consult telephone directory for address) ***Bank Number:*** EIC PPU 155

Voluntary Disclosure Log

Description: This bank contains information collected up to September 1, 1989, regarding individuals including name, Social Insurance Number, date of disclosure, regional or local office where disclosure was made, life of claim, number of offenses disclosed and amount of overpayment. ***Class of Individuals:*** Individuals who have applied for unemployment insurance benefits and have voluntarily disclosed that they have knowingly made false statements to obtain benefits. ***Purpose:*** This bank serves to maintain a central repository of persons who voluntarily reveal to the Commission that they have knowingly made false statements to obtain unemployment insurance benefits. Information is used to ensure that a person benefits from the voluntary disclosure only once. Use of the log was discontinued on September 1, 1989. ***Consistent Uses:*** Information may be used for internal audit purposes. It may be provided to private sector research firms for planning, statistics, research and evaluations. ***Retention and Disposal Standards:*** Information is retained for 50 years. ***Note:*** Although the related programs no longer exist, in keeping with the retention and disposal schedule, the information continues to be maintained. ***TBS Registration:*** 002365 ***Contact:*** Supervisor, Investigation and Control, Canada Employment Centre (consult telephone directory for address) ***Bank Number:*** EIC PPU 205

■ Immigration Group

Adjudication Case File

Description: The files contain only those documents brought forth at an immigration inquiry hearing or at a detention review hearing, so that both the individual concerned and the representative of the Commission have knowledge of the material before it is entered on file. Persons seeking access to this information bank must supply the location of the office in which the inquiry was held. ***Class of Individuals:*** This personal information, recorded by name, relates to an individual's case file when an adjudicator is called upon to conduct either an inquiry or a detention review. ***Purpose:*** The purpose of this bank is to record information used in the conduct of immigration inquiries and detention reviews pursuant to the Immigration Act and Regulations. The material on file, which is adduced at the inquiry, is used by the adjudicator in making the decision on the allegations that were raised at the inquiry. It may be matched with information of the Immigration Refugee Board. ***Consistent Uses:*** It may also be used for internal audit purposes. It may be provided to private sector research firms for the purposes of planning, statistics, research and evaluation. ***Retention and Disposal Standards:*** The retention period for case files is two years after the conclusion of the inquiry. ***TBS Registration:*** 001981 ***Contact:*** Director, Immigration Adjudication (for the area in which the hearing was conducted and whose address is listed earlier in the Chapter) ***Bank Number:*** EIC PPU 280

Contract Interpreters

Description: This bank may contain photographs, test performance results, results of security screening, work evaluaion and information as to name, address, date of birth, place of birth, status in Canada, languages spoken and written, education, employment history, references, availability of time to work and social insurance number. ***Class of Individuals:*** Interpreters under contract to Immigration. ***Purpose:*** To assess capabilities of persons wishin to work or working for Immigration as interpreters. ***Consistent Uses:*** Information may be used for interna audit and evaluation. ***Retention and Disposal Standards:*** Two years beyond expiration of contract or unsatisfctory test results. ***TBS Registration:*** 002923 ***Bank Number:*** EIC PPU 255

Electronic Data Processing (EDP) Systems

The Immigration Group uses an integrated clerical, manual and EDP system to deliver its programs and services. The following sub-systems support the various immigration programs and services. These sub-systems may support several of the information banks already described; the numbers of the corresponding banks are given in all instances. All sub-systems are linked to each other, either by a full computer connection (interface), or by information enabling a physical check of the systems. Therefore, actions in one sub-system can and do effect the smooth running of others. Approximately 25 separate immigration forms, with a total volume of 1,000,000 documents, are processed through these sub-systems each year.
(1) Immigration Data System Overseas (IDSO) (EDP-1); Immigration Data System Canada (IDSC) (EDP-2); IDSO and IDSC maintain a record of all applications for permanent resident status either at an overseas office or from within Canada. The systems produce information in support of the recruitment and selection function. The data are case-oriented and can only be accessed by providing the case serial number recorded on the landing record. Files, including microfilm records, date back to 1975. Records are kept for 15 years. (EIC PPU 225);
(2) Landed Immigrant Data System (EDP-3): The Landed Immigrant Data System retains a permanent record of the granting of permanent residence to individuals. Its main purpose is to create an official name index which is used by immigration officers in Canada and abroad to verify an individual's status in Canada as well as legal proof of residence for citizenship, Old Age Security, Family Allowance, welfare, etc. In addition, information from the system is the sole source for all Commission reports on permanent residents. (EIC PPU 230); (3) Visitor Data System (EDP-4): The Visitor Data System retains a permanent record of all persons who have been granted permission to enter or remain in Canada for a temporary period either as a visitor, student, temporary worker or permit holder. Its main purpose is to create an official name index which is used by immigration officers in Canada to verify an individual's status in Canada. In addition, information from this system is the sole source for all Commission reports on visitors and Minister's permit holders. Data to produce the annual report to Parliament on Minister's permits are retained in this system. (EIC PPU 285; 290;295;300); (4) Enforcement Information Index (EII)(EDP-5): (See EIC PPU 265 for details.);
(5) Enforcement Data System (EDS) (EDP-6): (See EIC PPU 270 for details.); (6) Field Operational Support System (FOSS) (EDP-7): FOSS is designed to extract relevant information from other Immigration sub-systems in order to allow status checks by field offices via computer terminal or microfiche. It is the basic support of the enforcement function. The feeder systems are: Enforcement Information Index (EII); Enforcement Data System (EDS), the Landed Immigrant Data System, and Visitor Data System (VIDS). The integrity of FOSS is dependent upon the other sub-systems. FOSS output is available through an on-line terminal system in Canada. A set of EDS (EIC PPU 270) and EII (EIC PPU 265) cases produced on microfiche and in book form is distributed to Canada Immigration Centres across Canada and to posts (embassies and consulates) abroad.

Enforcement Data System

Description: The bank contains information from the enforcement records of persons who have come under examination at a port of entry or at an inland Canada

Immigration Centre. The bank includes a report from an immigration officer and a record of the enquiry, appeal and removal process. Records may include name, address, birth date, country of birth, Social Insurance Number, enforcement action undertaken (i.e. a report, arrest, inquiry or removal under the Immigration Act), and the date and place of each event in the process. The deportation order is available on persons subject to the removal process from January 1, 1973. Some of the information may be duplicated in the Immigrant Case File (EIC PPU 225) and the Permanent Resident Data System (EIC PPU 230). Persons seeking access to this information must supply their name, date of birth, approximate date of entry to Canada and port of entry. ***Class of Individuals:*** Persons who have been subject to the enforcement provisions of the Immigration Act of Canada. ***Purpose:*** The purpose of this bank is to help determine the admissibility of persons to Canada or the right of persons to remain in Canada, and to produce statistical reports in support of the enforcement function. ***Consistent Uses:*** Information is also used by the Insurance and Labour Market Programs of the EIC and by the Immigration Appeal Division, IRB. Other uses may include sharing information with the department of Secretary of State (Citizenship Branch), Justice and the Solicitor General. Information is shared with Statistics Canada for statistical purposes and with the Department of External Affairs for statistical and planning purposes, as well as in the administration of the immigration program abroad. It may also be used for internal audit purposes. It may be provided to private sector research firms for planning, statistics, research and evaluations. The information is also shared with Revenue Canada (Customs and Excise) to aid the officers at the Primary Inspection Line (PIL) in referring persons to Immigration for further examination. Selected fields may be extracted from this bank and used to produce reports necessary as a backup to the FOSS online system. (See Electronic Data Processing Systems). ***Retention and Disposal Standards:*** Paper records are retained two to 10 years after last administrative action. Automated information is retained for 15 years and microfilmed information is retained for 50 years at Immigration headquarters in Ottawa. ***TBS Registration:*** 001980 ***Contact:*** Manager, Canada Immigration Centre (consult telephone directory for address) ***Bank Number:*** EIC PPU 270

Enforcement Information Index System

Description: This bank contains summary information gathered by Canadian or foreign law enforcement agencies or investigative bodies on persons whose entry and re-entry to Canada would be dangerous to Canadian security. ***Class of Individuals:*** Persons seeking admission to Canada, and some permanent residents of Canada. ***Purpose:*** This bank is used for identifying the above individuals and subjecting them to a more detailed immigration examination. Information may be used for internal audit purposes. ***Consistent Uses:*** Information may be shared with Revenue Canada (Customs and Excise). It may be provided to private sector research firms for the purposes of planning, statistics, research and evaluation. ***Retention and Disposal Standards:*** Automated and microfilmed information is retained for 50 years in the case of known or suspected terrorists; information regarding all other individuals is kept for 10 years. ***TBS Registration:*** 002370 ***Contact:*** Executive Director, Immigration Operations, National Office (See Key Addresses at beginning of chapter) ***Bank Number:*** EIC PPU 265

Foreign Student Records and Case File

Description: The bank may contain information such as name, birth date, country of citizenship, sex, marital status, accompanying family members, nature and duration of studies, name and address of institution being attended and availability of funds. The file may also contain details concerning health and criminality. Depending upon circumstances of issue, information may be held at a Canada Immigration Centre and/or at External Affairs posts abroad and may be found in EIC PPU 295 and 300. Persons seeking access to this bank must supply their name, date of birth and approximate date of temporary admission to Canada. ***Class of Individuals:*** Persons temporarily in Canada who are lawfully engaged in any recognized academic, professional or training course. ***Purpose:*** The purpose of this bank is to record information pertaining to persons temporarily in Canada who are lawfully engaged in any recognized academic, professional or training course. Information issued in the administration and enforcement of immigration legislation with respect to the length and purpose of stay in Canada. ***Consistent Uses:*** The information may also be used in investigations by the RCMP and the Canadian Security Intelligence Service where these uses are pursuant to law. Uses may include sharing information with the Department of External Affairs, Statistics Canada, with provincial departments responsible for eduction or immigration, and for statistical and planning purposes. It may also be used for internal audit purposes. It may be provided to private sector research firms for the purposes of planning, statistics, research and evaluation. The information may also be shared with the U.S. Immigration Service pursuant to an agreement or an arrangement. Information may be disclosed to a Member of Parliament for the purpose of assisting the person in resolving a problem. Information may also be disclosed to law enforcement agencies to administer and enforce immigration legislation. ***Retention and Disposal Standards:*** Information is kept at EIC offices for the duration of the student's temporary stay or for two years from the date of last action on the case, whichever is longer. At External Affairs posts abroad the period of retention is one year from last action. Machine readable records are kept 15 years; microfilms are kept 65 years. ***TBS Registration:*** 001983 ***Contact:*** Manager, Canada Immigration Centre (consult telephone directory for address) ***Bank Number:*** EIC PPU 290

Guarantors of Assisted Relatives

Description: Data on the guarantor include name, date of birth, sex, marital status, citizenship, address, telephone number, labour force status, status in Canada, occupation, annual revenue and debts. Data on the immigrant being assisted include name, relationship to guarantor, date and place of birth, marital status and citizenship. Details concerning health and past criminality may also be included. The bank may contain all or some of the same information on dependants of the immigrant who are included in the application. Information may form part of the immigrant case file (EIC PPU 225). Individuals may gain access to this bank by providing their date and place of birth. The information may be held at a Canada Immigration Centre or at an External Affairs post abroad, or both. ***Class of Individuals:*** Canadian citizens or permanent residents who apply to sponsor members of the Family Class for admission to Canada. ***Purpose:*** This bank exists to record information pertaining to a Canadian citizen's or permanent resident's application for the purpose of assisting relatives to come to Canada. Information is used in the administration and enforcement of immigration legislation. ***Consistent Uses:*** The information may be disclosed to designated provincial authorities for assessment under the terms of a formal agreement. The information is also used internally for Management Information System purposes and for research, planning, evaluation and statistics and may be provided to private sector research firms for this purpose. It may also be used in investigations by the RCMP or other law enforcement bodies in cases pursuant to the law. Other uses include sharing the information with federal, provincial and municipal departments and agencies such as External Affairs Canada, Health and Welfare Canada, workers' compensation boards and social welfare and education departments to administer their programs. It may also be disclosed to a Member of Parliament who wishes to assist an individual in resolving a problem. ***Retention and Disposal Standards:*** Information is normally held for two years after last administrative action. Machine readable information is held for 15 years. ***TBS Registration:*** 001977 ***Contact:*** Manager, Canada Immigration Centre (consult telephone directory for address) ***Bank Number:*** EIC PPU 245

Host Program for Refugees

Description: This bank may contain names and other information pertaining to individual members or representatives of groups involved in the Host Program. Access to this bank may be gained by providing the name and address of the group. ***Class of Individuals:*** Members of voluntary non-government organizations who provide assistance to newly arrived refugees. ***Purpose:*** The purpose of this bank is to provide a list of the Host Program groups. Some of the information may be duplicated at headquarters and used for monitoring purposes. The information may be used in decisions regarding the effectiveness of the Program. ***Consistent Uses:*** The information may be used for internal audit purposes. It may be provided to private sector research firms for the purposes of planning, statistics, research and evaluation. ***Retention and Disposal Standards:*** Information on members or representatives of Host Program groups is held for up to two years after termination of the contract or last administrative action. ***TBS Registration:*** 001973 ***Contact:*** Director, Settlement, Refugee Affairs and Settlement Branch, National Office (See Key Addresses at beginning of chapter) ***Bank Number:*** EIC PPU 226

Immigrant Adjustment Assistance Contribution Record

Description: This bank may include the following types of information: Name, date and place of birth, mother tongue, authorization number (visa, transportation or admissibility number), address, Social Insurance Number, occupation, marital status, financial situation, date and port of arrival, name of spouse and number of dependants, date and amount of cheque, payee and purpose. Access to this bank may be gained by providing place of birth, date of birth and place and date of admission to Canada. ***Class of Individuals:*** Newcomers to Canada who require financial assistance, which they receive under the Immigrant Adjustment Assistance Program, until they have sufficient income to meet their needs or for one year, whichever comes first. ***Purpose:*** The bank serves as a record of adjustment assistance granted to newcomers in need. The information is used in the administration of financial assistance loans. ***Consistent Uses:*** Information in this bank may be used by Employment and Immigration Canada for purposes of research, planning, evaluation, statistics, internal audit and control, and may be provided to private sector research firms for this purpose and for Management Information System purposes. It may also be shared with Statistics Canada for census purposes. This information may be shared with provincial welfare agencies for the purpose of determining entitlement to provincial programs. ***Retention and Disposal Standards:*** Information is normally kept from two to six fiscal years depending on the status of the recipient of the contribution. ***TBS Registration:*** 001975 ***Contact:*** Manager, Canada Employment Centre or Manager, Canada Immigration Centre (consult telephone directory for address) ***Bank Number:*** EIC PPU 235

Immigrant Case File

Description: This file may contain some or all of the following types of information: Applications for permanent resident and refugee status, assessments by immigration officers, details concerning health, past criminality, financial status, education and professional experience, removal documentation and Minister's permits. The file may contain information on an immigrant's earlier status in Canada (e.g. employment authorization information, etc.) It may include all or part of the same information regarding any other person named in the application. It may include information on the sponsor and information from EIC PPU 290. Persons seeking access to this information bank must supply their date of birth, approximate date of entry into Canada and port of entry. ***Class of Individuals:*** Persons applying for permanent residence in Canada. ***Purpose:*** This personal information relates to the immigrant's applications for permanent resident status and subsequent decisions for which purpose the bank was established. Information is used in the administration and enforcement of immigration legislation, as required. ***Consistent Uses:*** The information may be disclosed to the Canadian Security Intelligence Service (CSIS) and the Royal Canadian Mounted Police (RCMP) for the purpose of conducting security reviews or investigations related to immigration legislation. Uses also include the sharing of information with the Solicitor General, CSIS, the Minister of Justice and the RCMP where these uses are pursuant to the law. Information may also be disclosed to various law enforcement bodies and detaining authorities with respect to the administration and enforcement of immigration legislation. Information may be disclosed to medical practitioners for the purpose of providing medical services to newly arrived immigrants being held in detention centres as well as to the Canadian Council of Engineers for the assessment of engineering qualifications. Some information may also be disclosed to transportation companies within the terms of their responsibilities under immigration legislation. It may also be disclosed to provincial authorities for assessment under the terms of an agreement or arrangement. Other uses may include the sharing of information with the Insurance and Employment programs of EIC, the Department of the Secretary of State (Citizenship Branch), External Affairs Canada, Health and Welfare Canada, Veterans Affairs Canada as well as with provincial government departments responsible for assisting in immigration settlement for the purpose of administering their programs (e.g. social welfare, education, and human resource planning). Information may also be shared with Statistics Canada and External Affairs Canada for statistical and planning purposes. It may also be shared with U.S. immigration authorities under the terms of an agreement or arrangement. It may be disclosed to a Member of Parliament who wishes to assist a person in resolving a problem. It may also be shared with EIC Financial Services to assist in the recovery of financial assistance that was provided to the individual. It may be provided to private sector research firms for the purposes of planning, statistics, research and evaluation. Information obtained from the Secretary of State (Citizenship Branch), External Affairs Canada, Health and Welfare Canada, the Immigration and Refugee Board (that contained in IRB PPU 105 (Immigration Appeal Board Records) and IRB PPU 110 (Immigration Appeal Division Records)), CSIS, the RCMP and some provincial government departments may be matched for the purpose of administering or enforcing the immigration legislation and to administer and conduct the appeals process under the Immigration Act. ***Retention and Disposal Standards:*** Paper records are normally retained two to ten years after last administrative action. Information on persons ordered deported is retained on microfilm for 50 years at Immigration Headquarters. ***TBS Registration:*** 001972 ***Contact:*** Manager, Canada Immigration Centre (consult telephone directory for address) ***Bank Number:*** EIC PPU 225

Immigration Security and Intelligence Data Bank

Description: This bank may include information gathered by Canadian or foreign investigative bodies or law enforcement agencies on persons whose entry would be dangerous to Canadian security. ***Class of Individuals:*** Persons seeking admission to Canada, as well as those already in Canada as visitors, permanent residents of Canada and Minister's Permit holders who are known to engage or are suspected of engaging in activities contrary to the Immigration Act. ***Purpose:*** Information may be used in refusing entry to Canada or in expelling persons from Canada. It may also be used for internal audit purposes. ***Consistent Uses:*** Information may be shared with the Department of External Affairs, the Secretary of State (Citizenship Branch), Revenue Canada (Customs and Excise) and the United States Immigration and Naturalization Service pursuant to an agreement or arrangement. Information may also be used for investigations by the RCMP and the Canadian Security Intelligence Service. It may be provided to private sector research firms for planning, statistics, research and evaluations. ***Retention and Disposal Standards:*** Information regarding known and suspected terrorists is retained for 50 years unless the information is deleted by the originating office. Information regarding persons known to have committed war crimes or crimes against humanity is retained for 50 years. ***TBS Registration:*** 002369 ***Contact:*** Executive Director, Immigration Operations, National Office, (See Key Addresses at beginning of chapter) ***Bank Number:*** EIC PPU 260

Longitudinal Survey of Indo-Chinese Refugees

Description: The data bank contains the responses to the questionnaire "Life in Canada" received in 1981, 1982 and 1983, and selected corresponding data (e.g. age, sex) from the immigration application forms (Immigration Visa and Record of Landing and Immigrant Assessment Record). ***Class of Individuals:*** Indo-Chinese refugees, heads of households or single persons who arrived in Canada between August and December, 1979. ***Purpose:*** The bank is used to evaluate programs and to plan policies regarding the settlement of refugees in Canada. ***Consistent Uses:*** Information may be used for internal audit purposes, but may not be used for administrative purposes. It may be provided to private sector research firms for the purposes of planning, statistics, research and evaluation. ***Retention and Disposal Standards:*** The survey files will be kept for ten years in order to report the findings and to allow various secondary data analyses. ***TBS Registration:*** 002372 ***Contact:*** Director, Policy Development Directorate, Policy and Program Development Immigration, National Office (See Key Addresses at beginning of chapter) ***Bank Number:*** EIC PPU 375

Minister's Permit Case File

Description: The bank serves as a repository for detailed and summary documentation on permit holders. It may include the following types of information: Applications for permanent residence and visitor visas; assessments by immigration officers; immigration inquiry and removal documentation; financial documentation; name, date and place of birth; citizenship; address in Canada and abroad; date and place of issue and validity of permit; details on the person's inadmissibility grounds; details on the person's present or earlier status; and information from EIC PPU 290. Persons seeking access to this information must supply their date of birth, approximate date of permit issuance and office of issue. ***Class of Individuals:*** Inadmissible or removable persons according to the Immigration Act, who are allowed to come into or remain in Canada for humanitarian or national interest reasons. ***Purpose:*** The purpose of this bank is to record information pertaining to permit holders. Information may be used in the administration and enforcement of immigration legislation. ***Consistent Uses:*** This information may be used internally by the Insurance and Labour Market Programs of the EIC and for internal audit purposes. It may be provided to private sector research firms for the purposes of planning, statistics, research and evaluation. Other uses may include sharing information with the Secretary of State of Canada (Citizenship Branch), with the Departments of External Affairs, Justice, the Solicitor General, National Health and Welfare and with Statistics Canada as well as the various provincial ministries of health. Information may also be used in investigations by the RCMP and the Canadian Security Intelligence Service where these uses are pursuant to law. It may also be shared with the U.S. Immigration and Naturalization Service pursuant to an agreement or an arrangement. Information may be disclosed to a Member of Parliament for the purpose of assisting the person in resolving a problem. Information may also be disclosed to law enforcement agencies and detaining authorities to administer and enforce immigration legislation. Some information may also be disclosed to transportation companies within the terms of their responsibilities under the legislation. ***Retention and Disposal Standards:*** Paper records are retained for two years after cancellation or expiry of permit. Machine readable files are kept for 15 years; microfilmed files for 65 years. ***TBS Registration:*** 001985 ***Contact:*** Manager, Canada Immigration Centre (consult telephone directory for address) ***Bank Number:*** EIC PPU 300

Permanent Resident Data System

Description: Records in this bank contain such data as demographics, birth date and place, citizenship, language, accompanying family members, passport number and country of issue, immigration category, country of last permanent residence, education, intended occupation, money in possession on arrival in Canada, destination address and person willing to help, assisted passage warrant number, visa or letter of pre-examination data, authorization number, office of issue and date, medical data, admission date and other information pertaining to admission. To access this bank the individual's name at entry, date of birth and year of entry are required. To access data concerning landing years 1919 to 1921 additional information is required, such as country of birth, port of entry, vessel (if applicable) and names of accompanying family members. Landing records prior to 1919 are in the custody and control of the National Archives of Canada. ***Class of Individuals:*** Persons who have been granted permanent residence in Canada. ***Purpose:*** The purpose of the bank is to record the legal permanent admission of immigrants to Canada. It is used to verify the right of persons to remain in Canada. ***Consistent Uses:*** Information in this bank is used by the Insurance and Labour Market Programs of the EIC and the Immigration Appeal Board and it is used to issue Social Insurance Numbers, to confer citizenship and to determine eligibility for family allowances, old age security and other social benefits. It is also used internally by the EIC for statistical, reporting internal audit and control purposes. It may be provided to private sector survey companies for evaluations, statistics, planning and research. Uses may include the sharing of information with the Department of the Secretary of State (Citizenship Branch), the Department of External Affairs, Statistics Canada, the Department of National Health and Welfare Canada, provincial departments such as social welfare and education. EIC is also under an agreement to share information with the Canadian Red Cross and the Salvation Army. Information may also be used in investigations by the RCMP and the Canadian Security Intelligence Service where these uses are pursuant to law. Under an agreement, information is shared with the Ontario Ministry of Revenue to verify residency requirements for eligibility to various benefit programs. ***Retention and Disposal Standards:*** Duplicates of some individual records may be kept in Canada Employment Centres for two years, where they are used to establish eligibility for programs and services of Employment and Immigration Canada. Records are maintained on magnetic tape as well as on microfilm images of source documents and are kept for 65 years. ***TBS Registration:*** 001974 ***Contact:*** Manager, Canada Immigration Centre (consult telephone directory for address) ***Bank Number:*** EIC PPU 230

Records of Immigrant Settlement and Adaptation Program Contracting Agencies

Description: The bank may contain names, addresses and other information pertaining to individual members or representatives of such contracting agencies and clients enrolled with these agencies' job-finding clubs. The clubs help find employment for newly arrived immigrants. Access to this bank may be gained by providing the name and address of the organization. ***Class of Individuals:*** Members or representatives of voluntary non-government organizations that provide immigrant settlement and adaptation services for the Commission on a contract basis and participating members of these organizations' job-finding clubs. ***Purpose:*** The purpose of this bank is to provide a list of the contracted non-government agencies and their job-finding clubs. Some of the information may be duplicated at headquarters and used for monitoring purposes. The information may be used in decisions regarding the terms of such contracts, their renewal and the evaluation of services provided to the newly arrived immigrants on a complimentary basis. ***Consistent Uses:*** Information may be used for internal audit purposes. It may be provided to private sector research firms for the purposes of planning, statistics, research and evaluation. ***Retention and Disposal Standards:*** Information is held for two years after termination of the contract or last administrative action. ***TBS Registration:*** 001978 ***Contact:*** Director, Settlement, Refugee Affairs and Settlement Branch, National Office (See Key Addresses at beginning of chapter) ***Bank Number:*** EIC PPU 250

Refugee Claim Tracking System

Description: This bank contains some or all of the following information: Name, date of birth, citizenship, country of last permanent residence, sex, details of enforcement action taken, passport or travel documents, marital status, dates for the various stages of the refugee determination process and the decisions of the Minister's delegate and the Special Review Committee. Individuals seeking access to this information must supply their name, date of birth and the approximate date when the refugee claim was made. ***Class of Individuals:*** Individuals who, during the course of the inquiry stage of the enforcement process, have claimed that they are Convention Refugees, and individuals in Canada with valid visitor status who have requested that they be considered as Convention Refugees. ***Purpose:*** The short-term purpose of this bank is to establish the extent of the refugee claims backlog. The long-range purposes are to maintain a record of the processing stages to establish where backlogs are likely to occur in the future, and to provide information on individuals who make refugee claims and on their progress through the refugee claim process. ***Consistent Uses:*** The information in this bank is used by headquarters staff of EIC, Canada Immigration Centres, the Immigration and Refugee Board, the Post Claims Review Committee, and the federal courts. It also may be used for internal audit purposes. It may be provided to private sector research firms for planning, statistics, research and evaluations as well as with Statistics Canada for census purposes. The information in this bank may be matched with IRB PPU 115 (Convention Refugee Division Records) to administer and conduct the appeals process under the Immigration Act. ***Retention and Disposal Standards:*** Manual records are retained at Canada Immigration Centres for up to five years. Magnetic tape and microfilm records are maintained for 15 years at headquarters in Ottawa. ***TBS Registration:*** 002360 ***Contact:*** Manager, Canada Immigration Centre (consult telephone directory for address) ***Bank Number:*** EIC PPU 320

Remote Area Border Crossing Permit (RABC) Pilot Project

Description: This bank will contain the name, date of birth, citizenship or resident status, adress, indication as towhether the applicant has ever been convicted of a criminal or narcotics offence, contravention of Immigration, Customs or Fish & Game laws, reason for entering Canada and phone numbers. ***Class of Individuals:*** Citizens an permanent residents of Canada, in addition to citizens and permanent residents of the United States who are frequent travellers between Canada and the United States and who apply for a RABC permit to facilitate entry to Canada. ***Purpose:*** This personal information relates to the applicant's request for a Remote Area Border Crossin Permit and will be used to determine his/her eligibility. ***Consistent Uses:*** U.S. applicants will have personal data cheked against Immigration and Customs Enforcement data banks to establish whether adverse information exists which would affect their admissibility to Canada. Persons who admit to criminal convictions on their applications may necessitate further checks with U.S. Authorities and/or Canadian police data banks. The names and data of Canadien applicants will be checked by Customs to establish whether any narcotics convictions or smuggling offences exist. ***Retention and Disposal Standards:*** Two years beyond the termination of the pilot project. ***TBS Registration:*** 002922 ***Bank Number:*** EIC PPU 115

Returning Resident Permit Case File

Description: This bank may include the following types of information: Name, date of birth, country of birth, sex, marital status, citizenship, date and place of landing in Canada, permanent address in Canada, telephone number as well as reason for and length of absence from Canada. Persons seeking access to this bank must supply their date of birth, approximate date of permit issuance and office of issue. ***Class of Individuals:*** Permanent residents who, according to the Immigration Act, have valid reasons for remaining outside Canada for extended periods of time. ***Purpose:*** The purpose of this bank is to record information which will facilitate the return to Canada of a permanent resident. The information is used in the administration and enforcement of immigration legislation. ***Consistent Uses:*** The information may be disclosed to the RCMP and to the Canadian Security Intelligence Service for the purpose of investigating offenses under the Immigration Act, provided such use is in accordance with the law. Information may also be released to a Member of Parliament for the purpose of assisting the individual to whom the information relates in resolving a problem. Information may also be shared with the U.S. Immigration Services pursuant to an agreement or an arrangement. Information may be used for internal audit purposes. It may be provided to private sector research firms for the purposes of planning, statistics, research and evaluation. The information contained in this bank may be matched with IRB PPU 105 (Immigration Appeal Board Records) and IRB PPU 110 (Immigration Appeal Division Records) to administer and conduct the appeals process under the Immigration Act. ***Retention and Disposal Standards:*** Information is kept for one year after the issuance of the permit. ***TBS Registration:*** 002371 ***Contact:*** Manager, Canada Immigration Centre (consult telephone directory for address) ***Bank Number:*** EIC PPU 275

Sponsors of Immigrants

Description: Data on the sponsor include name, date of birth, sex, marital status, citizenship, status in Canada, address, telephone number, labour force status, occupation, annual revenue and debts. It may contain all or some of the above information on any other individual who may support the sponsorship. Data on the immigrant being sponsored include name, relationship to sponsor, date, place, and country of birth, marital status, address and may include details on health and past criminality. It may contain all or some of the same information regarding any dependants of the immigrant who are included in the application. A copy of the information may form part of the immigrant case file (EIC PPU 225). Individuals may gain access to the bank by providing the date and place of their birth. The information may be held at a Canada Immigration Centre or at an External Affairs post abroad, or both. ***Class of Individuals:*** Canadian citizens or permanent residents who apply to sponsor the admission to Canada of members of the Family Class. ***Purpose:*** This bank's purpose is to record information pertaining to a Canadian citizen's or a permanent resident's application to sponsor immigrants coming to Canada. Information is used in the administration and enforcement of immigration legislation. *Consistent Uses:* The information may be disclosed to designated provincial authorities for assessment under the terms of a formal agreement. The information is used internally for Management Information System purposes and for purposes of research, planning, evaluation and statistics. It may be used in investigations by the RCMP or other law enforcement bodies where these uses are pursuant to law. Other uses include sharing the information with federal, provincial and municipal departments and social agencies such as the Department of External Affairs, the Department of National Health and Welfare, workers' compensation boards, and social welfare and education departments for the purpose of administering their programs. It may be used for internal audit purposes. It may be provided to private sector research firms for planning, statistics, research and evaluation. The information on the immigrant may also be shared with the U.S. Immigration Service pursuant to an agreement or an arrangement. Information may be released to a Member of Parliament who wishes to assist an individual in resolving a problem. The information in this bank may be matched with that in IRB PPU 105 (Immigration Appeal Board Records) and IRB PPU 110 (Immigration Appeal Division Records) to administer and conduct the appeals process under the Immigration Act. *Retention and Disposal Standards:* Information is normally held for two years after last administrative action. Machine readable information is held for 15 years. *TBS Registration:* 001976 *Contact:* Manager, Canada Immigration Centre (consult telephone directory for address) *Bank Number:* EIC PPU 240

Sponsors of Refugees and Other Special Classes -Constituent Groups of National Organizations

Description: The bank contains the group's name and address, a letter of approval from the national organization, and the number and names of refugees whom the group wishes to sponsor. Information relating to these sponsorships may be held at the local Canada Immigration Centre or at regional or national headquarters. Access may be gained by providing the name and address of the sponsoring group. *Class of Individuals:* Members of constituent groups of national or major organizations that have signed a master agreement with the Minister of Employment and Immigration to sponsor Convention Refugees and members of special classes designated by the Governor in Council under section 6(2) of the Immigration Act, 1976. *Purpose:* The purpose of this bank is to maintain a record of the applications by members of constituent groups of national organizations or other major organizations. *Consistent Uses:* The information is used internally for statistical purposes. Internal audits and selected information may be shared with the Department of External Affairs posts abroad to process the sponsored individuals. It may also be provided to private sector research firms for the purposes of planning, statistics, research and evaluation. *Retention and Disposal Standards:* The documents are held for two years from the date of arrival of the sponsored refugee. *TBS Registration:* 001987 *Contact:* Manager, Canada Immigration Centre (consult telephone directory for address) *Bank Number:* EIC PPU 310

Sponsors of Refugees and Other Special Classes – Local Groups and Incorporated Organizations

Description: The bank contains the names and addresses of members of the sponsoring group or organization; information on financial resources available to support their sponsorship application; experience in assisting refugees or immigrants; and the number or names of refugees whom the group wishes to sponsor. In the case of groups of individuals, information includes the members' occupations and citizenships. Information relating to these sponsorships may be held at the local Canada Immigration Centre or at regional or national headquarters. Access may be gained by providing the name and address of the sponsoring group. *Class of Individuals:* Local groups of five or more individuals and incorporated organizations that sponsor Convention Refugees and members of special classes designated by the Governor in Council under section 6(2) of the Immigration Act. *Purpose:* The purpose of this bank is to maintain a record of applications by local groups of five or more individuals and incorporated organizations. *Consistent Uses:* Information is used internally for statistical purposes and for internal audit. It may be provided to private sector research firms for planning, statistics, research and evaluations. Selected information may be shared with the Department of External Affairs posts abroad to process the sponsored individuals. Information may also be provided to provincial authorities involved in the administration of the program. *Retention and Disposal Standards:* The documents are held for two years from the date of arrival of the sponsored refugee. *TBS Registration:* 001988 *Contact:* Manager, Canada Immigration Centre (consult telephone directory for address) *Bank Number:* EIC PPU 315

Temporary Worker Records and Case Files

Description: The bank may contain information such as name, birth date, country of citizenship, sex, marital status, accompanying family members, address in Canada, personal qualifications, experience, nature of work, name and address of employer and Social Insurance Number. The file may also contain details concerning health and criminality and information from EIC PPU 290. Persons seeking access to this bank must supply their date of birth and approximate date of temporary admission to Canada. *Class of Individuals:* Persons temporarily in Canada who are lawfully employed. *Purpose:* The purpose of this bank is to record information pertaining to persons temporarily in Canada who are lawfully employed. Information may be used in the administration and enforcement of immigration legislation with respect to the length and purpose of the visitors' stay in Canada as well as any conditions governing the nature and locale of their employment. *Consistent Uses:* Consistent uses may include sharing information with the Department of External Affairs, the Secretary of State of Canada (Citizenship Branch), Statistics Canada, and with provincial departments responsible for immigration and employment. The information may also be used in investigations by the RCMP and the Canadian Security Intelligence Service where these uses are pursuant to law. It may be used for internal audit purposes. It may be provided to private sector research firms for planning, statistics, research and evaluations. The information may be shared with the U.S. Immigration Service pursuant to an agreement or an arrangement. It may also be shared with workers' compensation boards or Unemployment Insurance. Information may be disclosed to Members of Parliament for the purpose of assisting the person in resolving a problem. Information may also be disclosed to law enforcement agencies to administer and enforce immigration legislation. ***Retention and Disposal Standards:*** Paper records are maintained for two years after last administrative action at EIC offices. Employment authorizations are microfilmed and retained for 15 years at Immigration Headquarters. At External Affairs posts abroad, the period of retention is one year after last administrative action. ***TBS Registration:*** 001984 ***Contact:*** Manager, Canada Immigration Centre (consult telephone directory for address) ***Bank Number:*** EIC PPU 295

Transportation, Admissibility and Assistance Loans Programs

Description: This bank may contain the following information: Name, birthdate, visa number, transportation warrant number, admissibility warrant number, undertaking to repay assistance number, address, Social Insurance Number, occupation, name and address of employer, marital status, date and port of arrival, name of spouse and number of dependants, status and amount of outstanding loan and credit reports of the individual's financial status, and payee and purpose. Access to this bank may be gained by providing date of birth, date of admission to Canada, as well as file number and transportation warrant number. ***Class of Individuals:*** Only individuals who have received transportation, admissibility or assistance loans are identified. They are immigrants in need of relocation, who do not have disposable assets for themselves or their families to pay the cost of their transportation to Canada, or from their port of arrival to their final destination in Canada; Convention Refugees or Designated Classes to establish their admissibility to Canada (medical costs overseas); and those newcomers in need of financial assistance who are not eligible for adjustment assistance contributions. ***Purpose:*** This bank serves as a record of the amount of loans issued and repaid and is used for the administration of the programs. ***Consistent Uses:*** The information is used by the EIC for management information purposes and for purposes of research, planning, internal audit, evaluation and statistics and may also be provided to private sector research firms for these purposes. The information is shared with the Secretary of State of Canada (Citizenship Branch) and the Department of External Affairs (Passport). ***Retention and Disposal Standards:*** The information is held from two to six fiscal years after the loan has been repaid or later, depending on the status of loan. ***TBS Registration:*** 001986 ***Contact:*** Manager, Canada Immigration Centre or Canada Employment Centre (consult telephone directory for address) ***Bank Number:*** EIC PPU 305

Visitor Case File

Description: Records in this file may include the following information: Name, date and country of birth, country of citizenship, marital status, address in Canada and abroad, accompanying family members, details concerning health, past criminality, details of financial status, length of authorized stay and date of original entry, name and address of bond depositor, sum deposited, terms and conditions imposed, name of person signing bond, name of persons bonded, terms and condition which they must meet, and acknowledgement of terms and conditions. Information is held at Canada Immigration Centres and at Immigration headquarters in Ottawa in cases receiving specific further consideration. Persons seeking access to this information bank must supply their date of birth, approximate date of permit and office of issue. ***Class of Individuals:*** Visitors to Canada. ***Purpose:*** The purpose of this bank is to record information pertaining to documented visitors to Canada, except those authorized to participate in employment or training under section 10 of the Immigration Act. Information may be used in the administration and enforcement of immigration legislation. ***Consistent Uses:*** Consistent uses may include sharing information with the Insurance and Labour Market Programs of the EIC. Information may also be shared with the Departments of Secretary of State (Citizenship Branch), of External Affairs, Justice, Statistics Canada, the Solicitor General, Canadian Security Intelligence Service, RCMP and with provincial departments responsible for immigration or health, where these uses are pursuant to law. This information may be shared with the U.S. Immigration and Naturalization Service pursuant to an agreement or an arrangement. It may be used for internal audit purposes. It may be provided to private sector research firms for planning, statistics, research and evaluations. Information may be disclosed to a Member of Parliament for the purpose of assisting the person in resolving a problem. Information may also be disclosed to law enforcement agencies and detaining authorities to administer and enforce immigration legislation. Some information may also be disclosed to transportation companies within the terms of their responsibilities under the legislation. ***Retention and Disposal Standards:*** Information is normally kept from two to five years. Machine readable records are kept indefinitely. ***TBS Registration:*** 001982 ***Contact:*** Manager, Canada Immigration Centre (consult telephone directory for address) ***Bank Number:*** EIC PPU 285

■ Strategic Policy and Planning Group

Employment Services Evaluation

Description: This bank contains information drawn from the following sources: Employment Services administrative forms and banks, Increased Interview Activity data from the Benefit and Overpayment file (EIC PPU 180), surveys and studies conducted as part of evaluations. This personal information relates to new hires (employees) and job-seekers (including those who have and have not used employment services provided in the network of Canada Employment Centres (CECs) and other specialized services); and may include the person's name, address, telephone number, occupation, sex, age, work and training history, job search history and methods used, family composition, education level, special group status, self-identification of employment barriers, record of use, opinions on quality of services. ***Class of Individuals:*** Employees and job-seekers who use and who do not use employment services provided at Canada Employment Centres and other specialized services. ***Purpose:*** The information will be used in the evaluations of the program effectiveness delivered under the National Employment Services. ***Consistent Uses:*** The information may be used for internal audit purposes. It may be provided to private sector research firms for the purposes of planning, statistics, research and evaluation. ***Retention and Disposal Standards:*** Information is retained for ten years or until the program is re-evaluated. ***TBS Registration:*** 002002 ***Contact:*** Director, Job Creation and Employment Services Division, Program Evaluation Branch ***Bank Number:*** EIC PPU 330

Evaluation of Direct Job Creation Programs

Description: This bank contains information obtained from administrative forms and evaluation follow-up surveys of participants in direct job creation programs before the Canadian Jobs Strategy (excluding youth programs) and in direct job creation/adjustment programs under the Canadian Jobs Strategy. These include socio-economic characteristics, information on the employment situation following project participation and opinions on the degree of satisfaction with the programs or project constituents. Persons seeking access to this information bank must supply both their project and their client number. ***Class of Individuals:*** Participants in direct job creation/adjustment programs excluding youth programs. ***Purpose:*** The data are used in the evaluation of various job creation/adjustment programs. ***Consistent Uses:*** The information may be provided to private sector research firms for planning, statistics, research and evaluations and may be used for internal audit purposes. ***Retention and Disposal Standards:*** Information is normally kept for three years. ***TBS Registration:*** 002004 ***Contact:*** Director, Job Creation and Employment Services Division, Program Evaluation Branch ***Bank Number:*** EIC PPU 355

Evaluation of Employment Programs for Youth

Description: This bank contains information from administrative forms and follow-up surveys of participants in youth employment programs (students and non-students), on registered and non-registered clients and on job orders in Canada Employment Centres for students. The data include socio-economic characteristics and services CEC-registered clients received from CEC counsellors, and employment outcomes. Persons seeking access to the information bank should supply their project number and their employee number. ***Class of Individuals:*** Participants in youth employment programs. ***Purpose:*** The data will be used for the evaluation of the various youth employment programs. ***Consistent Uses:*** This information may be used for internal audit purposes. It may be provided to private sector research firms for planning, statistics, research and evaluations. ***Retention and Disposal Standards:*** Information is normally kept for three years. ***TBS Registration:*** 002005 ***Contact:*** Director, Job Creation and Employment Services Division, Program Evaluation Branch ***Bank Number:*** EIC PPU 350

Labour Market Survey 1986

Description: This bank contains information gathered on former unemployment insurance claimants in a labour market survey conducted in 1986. Information in this bank includes labour market activities, family composition, educational and training activity and educational background, individual and family income from employment, financial and labour market difficulties encountered while unemployed, details regarding relocation within Canada in search of employment, and labour market activities at the time of the survey. ***Class of Individuals:*** Former unemployment insurance benefit claimants. ***Purpose:*** Information in this bank was obtained for the purpose of statistical analysis in support of policy research activity undertaken within the Canada Employment and Immigration Commission and the Department of Employment and Immigration. However, data held in this bank are used exclusively to permit respondents to gain access to their own records upon request. In no instance will information be used to make administrative decisions affecting individuals who have provided the information. Authority for the collection of this information is provided by the Unemployment Insurance Act, the National Training Act, and the Employment and Immigration Reorganization Act. ***Consistent Uses:*** The information may be provided to private sector research firms for the purposes of planning, statistics, research and evaluation. ***Retention and Disposal Standards:*** Forms are retained for a period not exceeding 10 years. ***TBS Registration:*** 002401 ***Contact:*** Chief, Technical Support Services, Unemployment Insurance Analysis Directorate ***Bank Number:*** EIC PPU 327

Longitudinal Labour Force File

Description: The bank contains all of the following information: Social Insurance Number, sex, date of birth, name and initials of the person. It may contain information on income, periods of employment and of unemployment, eligibility for unemployment insurance, family situation, education and National Training Program courses taken. The information is drawn from the National Training Program banks, Canadian Jobs Strategy banks, unemployment insurance administrative files (EIC PPU 180 and EIC PPU 385), SIN registrations and T4-S and T4-F slips issued for income tax purposes. This information is updated annually, a practice begun in 1971. ***Class of Individuals:*** All persons whose SIN ends in the number 5. ***Purpose:*** The purpose of the bank is to maintain information on the work history of individuals in a form useful for research and analysis. It is also used for the evaluation of employment and insurance programs in EIC and to elaborate or modify policies related to these programs. ***Consistent Uses:*** Consistent uses for the information include it being used by government and non-government organizations to conduct research into the labour force, the labour market and selected fields. It may also be used for internal audit purposes. It may be provided to private sector research firms for planning, statistics, research and evaluations. ***Retention and Disposal Standards:*** The information is kept for 25 years after the last official use in order to undertake longitudinal analyses and studies. *TBS Registration:* 002009 *Contact:* Director, Data Development Division *Bank Number:* EIC PPU 335

National Training Program Participant Follow-up

Description: This bank contains information collected from surveys to monitor participants in training, including work history and post-training pay, retention and use of skills after training, and satisfaction with the Program. The bank also contains administrative data on participants such as name, sex, date of birth, marital status, education level and course description. *Class of Individuals:* A sample of participants in institutional training courses purchased under the program, participants in on-the-job training and, for comparison, a small number of CEC clients and unemployment insurance claimants. *Purpose:* The data were used in the evaluation of the effectiveness of the National Training Program. *Consistent Uses:* The information may be used for internal audit purposes. It may be provided to private sector research firms for the purposes of planning, statistics, research and evaluation. *Retention and Disposal Standards:* The computerized database is retained for five years after completion of the evaluation. *TBS Registration:* 002400 *Contact:* Director, Human Resource Development Programs Division, Program Evaluation Branch *Bank Number:* EIC PPU 340

Social Assistance Recipients

Description: This bank contains monthly data on a sample of provincial social assistance recipients. Included are data describing the basic characteristics of the applicants, i.e. age, sex, family status, number of dependants, as well as case-related information such as total benefit and other sources of income. *Class of Individuals:* Individuals who receive or have recently received social assistance benefits under provincial laws. The file contains a 10% sample of those individuals. *Purpose:* Information is used for carrying out studies, analysis and evaluations to ensure that federal labour market, labour market-related, income support and immigration policies and programs are developed and implemented in a manner consistent with national economic and social goals. *Consistent Uses:* The information may be provided to private sector research firms for the purposes of planning, statistics, research and evaluation. *Retention and Disposal Standards:* The data will be kept until the end of the agreements with the provinces. *TBS Registration:* 002398 *Contact:* Director, Data Development Division, Planning Branch *Bank Number:* EIC PPU 383

Survey of Ex-Clients of the Unemployment Insurance Program

Description: This bank contains data collected through surveys of former unemployment insurance benefit claimants. Information in this bank concerns the circumstances of claimants' becoming unemployed, methods used to secure employment, relocation from one location in Canada to another in search of employment, financial difficulties while unemployed, educational and training activities, family composition, individual and family income, and other labour market activities. This bank currently contains the following surveys: Exhaustee Surveys of August 1982, October 1982, June 1984, and the Labour Market Survey of 1985. Individuals seeking access to the information provided by them in response to a labour market survey must provide their name, the year they participated in the survey and their address and telephone number at the time of the survey. The very least amount of information required is the Social Insurance Number of the individual and the year of participation in the survey. *Class of Individuals:* Former unemployment insurance benefit claimants. *Purpose:* Information in this bank is obtained for the purpose of statistical analysis in support of policy research activity undertaken within the Canada Employment and Immigration Commission and the Department of Employment and Immigration. Data from the surveys are used to tabulate aggregated statistics. These statistics are to be used in reports, research, and evaluation studies. In no instance is information used to make administrative decisions affecting individuals who have provided the information. Authority for the collection of this information is provided by the Unemployment Insurance Act, the National Training Act, and the Employment and Immigration Reorganization Act. *Consistent Uses:* Consistent uses include merging with the Benefits and Overpayment Master file (EIC PPU 180), and may include merging with the Longitudinal Labour Force file (EIC PPU 335), the Record of Employment file (EIC PPU 385) and T4-S files for the purpose of statistical analysis only. In no instance is the resulting merged information used for administrative purposes, and all merged records are stripped of personal identifiers. The information may be provided to private sector research firms for planning, statistics, research and evaluations. *Retention and Disposal Standards:* Bank data are retained for a period of no more than 10 years in order to allow for the possibility of follow-up studies. *TBS Registration:* 002397 *Contact:* Chief, Technical Support Services, Unemployment Insurance Analysis Directorate *Bank Number:* EIC PPU 324

Unemployment Insurance Program Evaluation

Description: This bank contains information from various surveys done as part of the unemployment insurance program evaluation activities. The information concerns situations that precede or follow the use of the program. Workers, the unemployed and unemployment insurance claimants must provide identification and their Social Insurance Number to obtain access to these files. *Class of Individuals:* Workers, employers, unemployment insurance training sponsors, unemployed people and unemployment insurance claimants. *Purpose:* This bank helps to determine the effectiveness and efficiency of the unemployment insurance program, whether or not its objectives are being attained and how it affects claimants. It also provides information about the behaviour, expectations and perceptions of users and participants involved in the program. In no instance is this information used to make administrative decisions affecting individuals who have provided the information. *Consistent Uses:* The information may be used for internal audit purposes and linked to other evaluation studies. It may be provided to private sector research firms for planning, statistics, research and evaluations. Each record of a surveyed person is also matched with the Benefits and Overpayments Master File (EIC PPU 180) or with the Longitudinal Labour Force File (EIC PPU 335). ***Retention and Disposal Standards:*** The questionnaires are kept for three years from the date the survey was completed. Personalized data are kept on magnetic tapes for five years or until the completion of a new evaluation study on the same subject matter. ***TBS Registration:*** 002399 ***Contact:*** Director, Unemployment Insurance Program, Program Evaluation Branch ***Bank Number:*** EIC PPU 371

■ National Services

Electronic Data Processing (EDP) Systems

National Services uses integrated clerical, manual and electronic data processing systems to deliver EIC's services. The following systems support the administration of the Social Insurance Number program and the Government Annuities program, which are administered by the group, as well as the Record of Employment (third copy) program. (1) Information Systems – Social Insurance Number Registration (EDP-1): These systems support the administration of the Social Insurance Number (SIN) program by maintaining a database of all SINs issued in Canada which is used to validate SIN data, produce reports and micrographics. Information is held on high-speed cartridges. (EIC PPU 390); (2) Information Systems – Annuities (EDP-2): These systems support the administration of the Government Annuities Program, and are used to produce payments; T4 slips for annuity contracts in payment; related financial, actuarial and administrative reports; and a database for contracts not yet in payment. Information is held on magnetic tape. (EIC PPU 395); (3) Insurance Systems – Control (EDP-3): These systems support the insurance control activities by using information from the Record of Employment, Report on Hirings, Wage Loss Insurance Program and other EIC control systems to identify fraud and abuse of insurance programs. (EIC PPU 385)

Government Annuities

Description: This bank contains the contract number, name, Social Insurance Number, sex, date of birth, beneficiary, address, records of employment with group policy holders, bank account number as well as premiums, annuity purchased or being paid, contract terms and conditions and taxation information. The bank may be accessed by use of a contract number if it is known. ***Class of Individuals:*** Person who bought government annuities as private individuals or through pension fund contributions. ***Purpose:*** The purpose of the bank is to administer annuity contracts entered into by employers and individuals. ***Consistent Uses:*** The information is shared for administrative purposes with the departments of Veterans Affairs, Health and Welfare and Supply and Services. It also may be used for internal audit purposes. The information is also shared with Revenue Canada (Taxation) and provincial taxation services, these being uses authorized by law. These agencies may use selected information for statistical purposes. It may also be provided to private sector research firms for the purposes of planning, statistics, research and evaluation. ***Retention and Disposal Standards:*** Files are destroyed five years after all benefits from the annuities have been paid. ***TBS Registration:*** 002395 ***Contact:*** Manager of Annuities, P.O. Box 12000, Bathurst, New Brunswick E2A 4T6 ***Bank Number:*** EIC PPU 395

Record of Employment (Third Copy)

Description: This bank consists of copies of individual Record of Employment forms received by Employment and Immigration Canada's head office from employers. Each record may contain employee's name, address, Social Insurance Number and occupation; employer's name, address and RC/T number; data pertaining to the length of employment, date and reason for separation, expected date of recall, and insurable weeks and earnings of the employee. All requests for access must identify the period of employment covered by the record of employment. ***Class of Individuals:*** Unemployment insurance claimants as well as those people who changed jobs but did not claim unemployment insurance benefits. ***Purpose:*** This bank is used in the administration and enforcement of the Unemployment Insurance Act. ***Consistent Uses:*** The information may be used by Employment and Immigration Canada for statistical, planning and internal audit purposes. It may be provided to private sector research firms for the purposes of planning, statistics, research and evaluation. Subject to formal agreement, selected information may be shared with other federal or provincial departments for research, planning and evaluation purposes. Information may also be shared with the Department of Justice for the purpose of administering the Family Orders and Agreements Enforcement Assistance Act. It may also be released to the issuing employer in exceptional circumstances. Releases of information are subject to the provisions of section 96 of the Unemployment Insurance Act. ***Retention and Disposal Standards:*** Files are retained for seven years. ***TBS Registration:*** 001971 ***Contact:*** Manager, Central Index, P.O. Box 7000, Bathurst, New Brunswick E2A 4T1 or Manager, Canada Employment Centre (consult telephone directory for address) ***Bank Number:*** EIC PPU 385

Social Insurance Number Registration

Description: Information in the individual records includes the applicant's first name, middle name, surname, date of birth, surname at birth, other surnames formerly used, sex, whether the applicant is a twin, place of birth, father's full name, mother's maiden name; it also shows the Social Insurance Number (SIN) issued or re-issued, marital status, status in Canada, telephone number, mailing address, and may include the name and address of the employer. The microfilm image also shows the date of application, the applicant's signature and witnesses when required. This bank contains a microfilm image of each approved application for issuance of a Social Insurance Number, for issuance of a replacement Social Insurance Number card, or for amendment of social insurance register records. All requests for access by individuals must include the Social Insurance Number, name and place and date of birth of the individual. Also required is the maiden name of the individual's mother, as well as the documentary proof of identity required in submitting an original application for a Social Insurance Number. Particulars of the documentary evidence required can be obtained by contacting any Canada Employment Centre. ***Class of Individuals:*** Canadian citizens, permanent residents and individuals who are neither Canadian citizens nor permanent residents. ***Purpose:*** The purpose for which the information is obtained is to register persons pursuant to section 107 of the Unemployment Insurance Act and subsection 100(1) of the Canada Pension Plan Act to record persons in respect of whom an application has been made to the Commission, and to identify accurately all persons so registered. It is also for use in the administration of certain Acts of Canada, such as the Unemployment Insurance Act, the Canada Pension Plan Act and the Old Age Security Act. Exchange of information with Revenue Canada (Taxation) and other federal departments is also provided for under the Canada Pension Plan Act, the Family Allowance Act and the Unemployment Insurance Act. Information may also be shared with the Department of Justice for the purpose of administering the Family Orders and Agreements Enforcement Assistance Act. Similarly, special Social Insurance Numbers are issued for immigration and other purposes to persons who are neither Canadian citizens nor permanent residents pursuant to the Unemployment Insurance Regulations in conjunction with the Immigration Act. Therefore, information on the Social Insurance Number Register is exchangeable with EIC officials administering the immigration program. ***Consistent Uses:*** Subsection 108(4) of the Unemployment Insurance Act provides for the use of Social Insurance Register data for the accurate identification of individuals and for the effective use by such individuals of their social insurance cards and numbers. On this basis, the Central Index will, if an authorized enquirer presents data about a Social Insurance Number holder sufficient to identify that holder on the Social Insurance Registers, divulge the holder's Social Insurance Number to the enquirer. This is known as "give the SIN" and is extended to employers or former employers to meet the requirements of the Unemployment Insurance Act and the Income Tax Act. This service is also extended to other government departments, and to organizations in other levels of governments, where the Commission has approved such an exchange with the enquiring organization. Examples are: Department of National Defence (the Social Insurance Number is used as a service number by armed services personnel), Department of Veterans Affairs, Prince Edward Island Medical Care Plan (administration of Health Insurance Plan), Secretary of State – Student Loans (administration of Canada Student Loans Program), Impôt Québec (administration of Québec Income Tax), Commission de la santé et la sécurité au travail (administration of the Québec workmen's compensation plan), Régie des rentes du Québec (administration of the Québec Pension Plan), and Régie de l'assurance-maladie du Québec (administration of the Québec Health Insurance Plan). Moreover, an employer or former employer who has lost contact with an employee and who needs his/her Social Insurance Number to meet legal requirements, can obtain it through the Central Index. The RCMP may request data from the bank when they are required for the purposes of investigations under the Unemployment Insurance Act, the Canada Pension Plan Act, Family Allowance Act and the Income Tax Act. Data may also be released to the RCMP to assist the Force to identify deceased persons and to inform their next of kin, where the circumstances of death would otherwise make such identification and notification difficult. Finally, the RCMP may request the identity of the person whose Social Insurance Number appears inscribed upon an item of property believed stolen, where it appears that the owner intended his/her Social Insurance Number to be used this way. The RCMP may also request information from the Social Insurance Registers for the purposes of accurate identification of individuals. Other police forces may request similar information, but only through the RCMP. ***Retention and Disposal Standards:*** Files are retained for one hundred years after the Social Insurance Number has been issued. ***TBS Registration:*** 002396 ***Contact:*** Manager, Central Index, P.O. Box 7000, Bathurst, New Brunswick E2A 4T1 ***Bank Number:*** EIC PPU 390

■ Corporate Secretariat

Access to Information Requests

Description: This bank contains Access Request Forms sent by individuals pursuant to the Access to Information Act, the replies to such requests and information related to their processing. Information on exclusions or exemptions claimed or on complaints handled may also be included, as well as information on right of access by virtue of being a Canadian citizen, permanent resident or in a class created by order-in-council. Requests for immigration records may include immigration-related correspondence containing immigration file numbers, date and country of birth and status in Canada. ***Class of Individuals:*** Canadian citizens, permanent residents and other persons approved by the Governor in Council who have requested access to information held by EIC, as well as persons who have authorized Canadian citizens or permanent residents to request access to their personal information on their behalf. ***Purpose:*** Information in this bank is used to process requests under the Access to Information Act and to report on the number and type of requests received, fees collected, administration costs and complaints handled. ***Consistent Uses:*** Information may be used for internal audit purposes. It may be provided to private sector research firms for planning, statistics, research and evaluations. ***Retention and Disposal Standards:*** The request forms are retained for two years. ***TBS Registration:*** 002393 ***Contact:*** Director, Public Rights Administration, National Office (See Key Addresses at beginning of chapter) ***Bank Number:*** EIC PPU 410

Human Rights Case Files

Description: This bank contains copies of documents, correspondence and other forms of communication or information relating to complaints filed by individuals under the Canadian Human Rights Act against Employment and Immigration Canada and with the Canadian Human Rights Commission. ***Class of Individuals:*** Persons who have filed complaints against EIC under the Canadian Human Rights Act. ***Purpose:*** The information was collected in order to retain copies of all material relevant to complaints so that they may be analyzed and resolved. ***Consistent Uses:*** Summary complaint data are used for management information purposes, and depersonalized individual case data are used for training purposes. It may be provided to private sector research firms for planning, statistics, research and evaluations. ***Retention and Disposal Standards:*** The personal information is retained for three years after the last administrative action. ***TBS Registration:*** 002394 ***Contact:*** Director, Public Rights Administration, National Office (See Key Addresses at beginning of chapter) ***Bank Number:*** EIC PPU 415

Privacy Act Requests

Description: This bank contains the Personal Information Request Forms sent by individuals requesting access to their files, the replies to such requests and information related to their processing. Information on exemptions claimed or on complaints handled may also be included. ***Class of Individuals:*** Individuals who apply under the Privacy Act for their personal file. ***Purpose:*** The bank is used for processing privacy requests only and to report on the number of access requests received annually. ***Consistent Uses:*** The information may be used for internal audit purposes. It may be provided to private sector research firms for planning, statistics, research and evaluations. ***Retention and Disposal Standards:*** Files are kept for two years. ***TBS Registration:*** 001783 ***Contact:*** Director, Public Rights Administration, National Office (See Key Addresses at beginning of chapter) or Regional Privacy Advisor (See Key Addresses at beginning of chapter) ***Bank Number:*** EIC PPU 405

■ Personnel Group

Application for Employment

Description: Information in the bank includes curricula vitae and related correspondence of persons interested in working for Employment and Immigration Canada and requests for transfers from employees of other departments within the federal government. ***Class of Individuals:*** All applicants for employment with EIC are identified in the bank. ***Purpose:*** The purpose of the bank is to maintain a record of applications for employment with EIC. ***Consistent Uses:*** The information may be used for internal audit purposes. It may be provided to private sector research firms for the purposes of planning, statistics, research and evaluation. ***Retention and Disposal Standards:*** These records are retained for a period of two years. ***TBS Registration:*** 001970 ***Contact:*** Director, Headquarters Personnel Services, National Office (See Key Addresses at beginning of chapter) or Regional Personnel Managers (See Key Addresses at beginning of chapter) ***Bank Number:*** EIC PPU 420

■ Finance and Administration Group

General Accounts Receivable System

Description: This bank contains information relating to accounts receivable, other than unemployment insurance overpayments or immigration loans which are owed by individuals to the Commission and the Receiver General for Canada. It is a computerized record of accounts receivable and all the transactions affecting those accounts. Each record contains the name, address, age, sex, marital status, Social Insurance Number and preferred language of the debtor, together with information relating to the reason for, the amount and the repayment method of the account receivable. ***Class of Individuals:*** All individuals who have received overpayments under Employment and Immigration Canada programs, other than unemployment insurance overpayments or Immigration Transportation loans, or who have accounts receivable, other than overpayments, such as unemployment insurance fines. ***Purpose:*** This information was compiled and obtained to facilitate the collection of accounts receivable in compliance with Treasury Board directives on maintaining records of all such accounts owed to Canada. Information is also collected in compliance with the requirements of the Public Accounts of Canada and with various directives from the Auditor General of Canada and the Receiver General for Canada. ***Consistent Uses:*** Accounts receivable are reported in the Public Accounts of Canada. The General Accounts Receivable System (GARS) is linked with the Training Allowance Payment System at Supply and Services Canada which passes records of overpayments and recoveries of training allowances back to GARS from the former Documentation for the National Institutional Training Program (EIC PPU 045, now under EIC PPU 074). This bank is matched with the Report of Hirings (EIC PPU 210) and the individual income tax return (RCT PPU 005) to trace the individual. It is also linked with Unemployment Insurance Overpayment (EIC PPU 161) in order to trace the individual and recover the accounts receivable from unemployment insurance benefits. This bank is linked with the Report on Hirings (EIC PPU 210) for the purpose of recouping the accounts receivable from overpayments of unemployment insurance benefits and to trace the individual. It may be provided to private sector research firms for planning, statistics, research and evaluations. ***Retention and Disposal Standards:*** Statements, vouchers, ledgers and registers on paper are retained for six years. Magnetic tape records are retained for three years. ***TBS Registration:*** 002403 ***Contact:*** Director, Accounting Policy and Information Systems Directorate (See Key Addresses at beginning of chapter) ***Bank Number:*** EIC PPU 164

Immigration Program Accounts Receivable

Description: This bank includes the following information: Name, address, telephone number and Social Insurance Number of individuals against whom fines have been levied or to whom loans have been made and also includes amounts paid, repaid and outstanding, credit reports, tracing actions, and comments of immigrants and collecting officers and related correspondence. Information is duplicated in part on the Transportation, Admissibility and Assistance Loans Programs file. ***Class of Individuals:*** Immigrants, Convention Refugees or Designated Classes and new arrivals without sufficient assets to pay transportation costs, establish admissibility (medical costs overseas) or who are in need of financial assistance upon arrival and have received transportation, admissibility or assistance loans. ***Purpose:*** This bank is used to record and monitor the collection of outstanding loans and fines. It is a computerized record of loans and fines. A manual file is also maintained on overpayment recovery activity. ***Consistent Uses:*** This bank is also matched with the Report on Hirings (EIC PPU 210), the General Accounts Receivable System (EIC PPU 164), the Benefit and Overpayment Master File (EIC PPU 180), the Unemployment Insurance Overpayment File (EIC PPU 161) and the Individual Income Tax Return (RCT PPU 005) in order to trace individuals and pursue the collection of debts due the Crown. Information from this bank may be used by Employment and Immigration Canada for purposes of research, planning, evaluation, statistics and internal audit and may be provided to private research firms for this purpose. It may also be shared with Private Collection Agencies for collection purposes. ***Retention and Disposal Standards:*** Information is retained for five years after the loan or fine is paid, repaid, recouped or written off. ***TBS Registration:*** 002760 ***Contact:*** Director, Accounting, Policy and Information Systems Directorate (See Key Addresses at beginning of chapter) ***Bank Number:*** EIC PPU 435

Information Disclosures to Investigative Bodies

Description: The bank contains copies of requests for disclosure of personal information in letter form or Treasury Board form 350-56 (83/2) (Request for Disclosure to Federal Investigative Bodies) submitted to EIC under paragraph 8(2)(e) of the Privacy Act by investigative bodies listed in Schedule II of the Privacy Regulations and where agreements exist under paragraph 8(2)(f) of the Privacy Act by investigative bodies carrying out lawful investigations. This bank also contains the replies to such requests and particulars related to their processing. ***Class of Individuals:*** Persons under investigation by federal or provincial investigative bodies pursuant to law. ***Purpose:*** The bank is used to record disclosures of personal information to federal law enforcement bodies under paragraph 8(2)(e) or 8(2)(f) of the Privacy Act and to report to the Privacy Commissioner on the number of these requests. ***Retention and Disposal Standards:*** The information in this bank is retained for two years after the date of last entry. ***TBS Registration:*** 002373 ***Contact:*** Director of Security, National Office (See Key Addresses at beginning of chapter) ***Bank Number:*** EIC PPU 400

Personal Service Contracts

Description: The bank may contain information on the qualifications and work experience of the contractor, letters of reference, details of the contract and assessments of the contractor's performance. ***Class of Individuals:*** Individuals who have signed personal service contracts with Employment and Immigration Canada. ***Purpose:*** The purpose of this bank is to document individuals who have signed personal service contracts with Employment and Immigration Canada. The information may be used to determine terms of payment, contract extension or renewal, and in other decisions pertaining to the contract. ***Consistent Uses:*** Information may be used for internal audit purposes. It may be provided to private sector research firms for planning, statistic, research and evaluations. ***Retention and Disposal Standards:*** Files are destroyed six fiscal years after termination of contract. ***TBS Registration:*** 001785 ***Contact:*** At National Headquarters: Director, Materiel Management, National Office (See Key Addresses at beginning of chapter) or Regional Chiefs of Materiel Management (See Key Addresses at beginning of chapter) ***Bank Number:*** EIC PPU 425

Unemployment Insurance Overpayment

Description: This bank includes the following information: name, address, telephone number and Social Insurance Number of individuals to whom financial penalties and/or overpayments have been made, and may also include amounts repaid and outstanding, present claim status, credit reports, tracing actions and comments of claimants and collecting officers, and related correspondence. Information is duplicated in part on the Unemployment Insurance Claim File (EIC PPU 150), and on the computerized Benefit and Overpayment Master File (EIC PPU 180). ***Class of Individuals:*** Individuals who have received unemployment insurance benefits in excess of entitlement. ***Purpose:*** This bank is used to record and monitor the collection of outstanding unemployment insurance overpayments. This bank is a computerized record of overpayment information based on documents used to establish and record overpayment recovery activity. ***Consistent Uses:*** Information from this bank may be used by Employment and Immigration Canada for purposes of research, planning, evaluation, statistics and may be provided to private sector research firms for these purposes. The information may be used for internal audits. This bank is also matched with the Record on Hirings (EIC PPU 210), the General Accounts Receivable System (EIC PPU 164) and the Individual Income Tax Return (RCT PPU 005) in order to trace individuals. ***Retention and Disposal Standards:*** Information is retained for three years after the overpayments are repaid, recouped or written off. ***TBS Registration:*** 002402 ***Contact:*** Director, Accounting Policy and Information Systems Directorate (See Key Addresses at beginning of chapter) ***Bank Number:*** EIC PPU 161

Classes of Personal Information

Unemployment Insurance/Employment/Immigration/Youth Affairs

Letters written by the general public asking for information on the programs and responses to these letters are placed on EIC program files and are not retrievable by personal identifiers. They may, however, contain personal information. Any questions relating to benefits are referred to the Insurance Group and letters from claimants will be found in the banks relating to the unemployment insurance program (EIC PPU 005, EIC PPU 150, EIC PPU 161). Mailing lists may be found by consulting the Public Affairs Branch.

Manuals

Immigration

- Immigration Manual (IA)
- Immigration Manual (IC)

- Immigration Manual (ID)
- Immigration Manual (IE)
- Immigration Manual (IH)
- Immigration Manual (IL)
- Immigration Manual (IS)
- Immigration Examination Directives
- Transportation Directives

Insurance
- Insurance Services Policy Manual
- Digest of Benefit Entitlement Principles
- Benefit Policy Circulars
- Umpire's Decisions (Canadian Umpire Benefits – CUB)
- Index of Umpire Decisions
- Investigation and Control Manual
- Dictionary of Medical Yardsticks
- Office Consolidation – Unemployment Insurance Legislation and Relevant Employment Legislation

Canadian Jobs Strategy and Employment Services
- Canadian Classification and Dictionary of Occupations (CCDO)
- Canadian Jobs Strategy – MIS (EC)
- Canadian Jobs Strategy Operational Procedures (ED)
- CJS Reporting Sub-System User's Guide
- Employment Manual
- Federal-Provincial Training Agreements
- Position Description System
- Reception and Enquiries Handbook
- National Employment Services Plan
- Non-National Employment Services System Offices Manual
- Occupational Demand and Area Report

Systems and Procedures
- Benefit Manual
- Computer Operations – Policy and Procedures – Systems and Procedures
- Informatics Policy
- Manual Pay System
- On-line Manuals
- Regional Computer Centre (RCC) Manual

National Services
- Central Index Manual
- Handbook on SIN Registration
- Annuities Manual
- Premium Reduction Manual

Corporate Secretariat
- Guidelines for Drafting and Processing Agreements
- Guidelines for the Preparation of Ministerial Correspondence

Finance and Administration
- Delegation of Authority
- Directory of NHQ Services
- Directory of Offices
- Emergency Operational Centre/Standard Operational Procedures
- Emergency Planning Guidelines
- EIC Readiness Plan
- EIC Security Policy and Procedures Manual
- Employment Guide to Security
- Facilities Management Policy and Procedures
- Finance and Administration Correspondence
- Financial and Administration Manual (automated)
- Financial Coding
- Guide for the Operational Review of a Canada Employment Centre
- Guide for the Operational Review of a Canada Immigration Centre
- Guide to Administrative Practices
- Internal Audit Manual
- Mail Services Policy and Procedures
- Materiel Management Policy and Procedures
- Moveable Assets Inventory System – Operations Manual
- Performance Measures Reference Manual
- Recorded Information Management Policy and Procedures
- Subject File Classification
- Telecommunications Management Policy and Procedures

Internal Audit
- Guide for the Operational Review of a Canada Employment Centre
- Guide for the Operational Review of a Canada Immigration Centre
- Internal Audit Manual

Personnel
- Personnel Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Since the bulk of personal information collected by EIC is held locally, access has been decentralized to the extent possible. The full addresses for regional access are identified in the preceding pages under Key Contacts, with the exception of local and district office addresses, which are listed in telephone directories. Access requests should be directed to the address for the regional, district or local office in which the file is held.

Requests for further information about the Commission and the Department and their various programs and functions may be directed to:

Inquiries Centre
Public Affairs Branch
Employment and Immigration Canada
Place du Portage, Phase IV
140 Promenade du Portage
Hull, Quebec
K1A 0J9

(613) 994-6316
Questions about the policies and procedures of Employment and Immigration Canada relating to the Privacy Act may be directed to the above address, or to the appropriate Regional Office listed under "Organization" at the beginning of this chapter.

Departmental practices with regard to the Social Insurance Number

Employment Group
The collection and use of the Social Insurance Number by this Group are authorized by the Unemployment Insurance Act, the Immigration Act and the Income Tax Act. All personal information banks under the control of the Employment group contain the Social Insurance Numbers of individuals except Canada Employment Centre Client's Counselling Case File, Canadian Jobs Strategy – Community Futures Program (CFP), National Institutional Training Program Follow-up Survey and Canadian Jobs Strategy Follow-up Surveys.

Insurance Group
The collection and use of the Social Insurance Number by this group are authorized by the Unemployment Insurance Act. All personal information banks under its control contain the Social Insurance Number of individuals except Contract Agents List and List of Chairpersons and Members of Boards of Referees.

Immigration Group
The collection and use of the Social Insurance Number by this group are consistent with the Privacy Act and have been approved by Treasury Board. The Social Insurance Numbers of individuals are contained in EIC PPU 235 and EIC PPU 305.

Strategic Policy and Planning Group
The collection and use of the Social Insurance Number by this group are for statistical and research purposes and are therefore permissible under section 7 and 8 of the Privacy Act. All personal information banks under its control contain the Social Insurance Numbers of individuals except EIC PPU 326 (now under EIC PPU 324), 330, 350 and 355.

All queries of banks of this group are to be made using the title of the officer for the particular bank together with the EIC National Office address shown under Key Addresses at the beginning of the chapter.

National Services
The collection and use of the Social Insurance Number by this group have been authorized by the Unemployment Insurance Act. All personal information banks under its control contain the Social Insurance Numbers of individuals.

Finance and Administration Group
The collection and use of the Social Insurance Number by this group are authorized by the Unemployment Insurance Act, the Privacy Act and the Income Tax Act. All personal information banks under its control contain the Social Insurance Numbers of individuals except EIC PPU 425.

Reading Room

The Department's library has been designated under the Access to Information Act as a public reading room. Its address is:

Place du Portage, Phase IV
140 Promenade du Portage, 1st Floor
Hull, Quebec.

Energy, Mines and Resources Canada

Chapter 43

General Information

Background

Previously known as the Department of Mines and Technical Surveys, the Department of Energy, Mines and Resources (EMR) was created in 1966 by the Department of Energy, Mines and Resources Act. Some branches of the Department have been in existence for more than a century.

Responsibilities

Energy, Mines and Resources' objective is to advance the development of Canada's economy, in a manner consistent with federal environmental and social objectives, by contributing to the timely and efficient development and use of Canada's mineral and energy resources and augmenting knowledge and understanding of the Canadian landmass.

Legislation

- Access to Information Act
- Alberta-British Columbia Boundary Act
- Arctic Waters Pollution Prevention Act
- Atlantic Accord Implementation Act
- Atomic Energy Control Act
- British Columbia Act
- Canada Business Corporation Act
- Canada Explosives Act and Regulations
- Canada Lands Surveys Act
- Canada-Nova Scotia Oil and Gas Agreement Act
- Canada Oil and Gas Act
- Canada Petroleum Resources Act
- Canadian Exploration and Development Incentive Program Act
- Canadian Exploration Incentive Program Act
- Canadian Income Tax Act – section 248
- Canadian Ownership and Control Determination Act
- Cooperative Energy Act
- Electoral Boundaries Readjustment Act
- Department of Energy, Mines and Resources Acts
- Emergencies Act, 1988
- Emergency Preparedness Act, 1988
- Energy Administration Act
- Energy Monitoring Act
- Energy Supplies Emergency Act
- Export and Import Permits Act
- Financial Administration Act
- Government Organization Act
- International Boundary Commission Act
- International Boundary Demarcation Treaty
- Manitoba Act
- Motor Vehicle Fuel Consumption Standards Act
- National Energy Board Act
- National Film Act, 1939
- Northern Pipeline Act
- Nuclear Liability Act
- Official Languages Act
- Oil Substitution and Conservation Act
- Petro-Canada Act
- Petroleum Administration Act
- Petroleum Incentives Program Act
- Prince Edward Island Act
- Privacy Act
- Public Service Employment Act
- Public Service Staff Relations Act
- Representation Commissioner Act
- Transport of Dangerous Goods Act
- Treaty of Washington
- Union of Newfoundland Act
- Yukon Placer Mining Act
- Yukon Quartz Mining Act

Organization

Three Crown corporations report to Parliament through the Minister of Energy, Mines and Resources: the Atomic Energy Control Board, Atomic Energy of Canada Limited and Petro-Canada Limited. Five autonomous agencies also report to Parliament through the Minister: the Board of Examiners for Canada Lands Surveys, the Canadian Permanent Committee on Geographical Names, the Energy Supplies Allocation Board, the National Energy Board and the Petroleum Monitoring Agency.

■ Direction and Coordination

Direction and Coordination is responsible for the administration of federal and departmental program objectives. Through pursuit of the departmental mission, it is also responsible for the achievement of federal government goals and for managing allocated resources in an effective and efficient manner.

■ Corporate Policy and Communications Sector

This Sector is responsible for the Department's strategic policy and plans, the integration of strategic and operational plans, intergovernmental relations, communication, the provision of advice to the Minister on Cabinet and Parliamentary matters, the coordination of central agency liaison, the development of programs, advice and analysis on departmental operations and management issues, and for the administration of EMR's environmental activities.

■ Human Resources Sector

This Sector is responsible for the development, implementation and provision of a full range of personnel policies, programs and services to meet the current and future personnel management needs of the Department.

■ Finance and Administration Sector

This Sector provides financial, administrative, informatics, and support services to departmental operations so as to ensure accountability and control (including the preparation of Treasury Board Submissions).

■ Canada Oil and Gas Lands Administration (COGLA)

In 1981, COGLA was established by a Memorandum of Understanding between the Minister of Energy, Mines and Resources and the Minister of Indian Affairs and Northern Development. The prime responsibility of the organization is to regulate the exploration for and the development and production of oil and gas on Canada's frontier lands in a manner that ensures safety of the worker, effective resource conservation, protection of the environment and full and fair access by Canadians to the benefits arising from activities related to the development of hydrocarbon resources. NOTE: The administration of Frontier Oil and Gas Lands Activity was officially disbanded September 1st, 1991. The activities were transferred to either the EMR Mineral Policy Sector, the Energy Sector or to other government institutions.

■ Energy Sector

This Sector is responsible for enhancing the broad economic policies of the Government of Canada by advising on and establishing and maintaining effective federal energy policies, strategies, emergency plans and activities, with due regard to their economic, regional, international and environmental implications and by providing information and other services which promote the efficient use of energy in Canada, and the orderly development and efficient allocation of an adequate, secure and cost-effective spectrum of energy sources to meet Canada's foreseeable domestic requirements and export opportunities.

■ Geological Survey of Canada Sector

This Sector is responsible for ensuring the availability of the geoscientific knowledge base for all of Canada including the offshore. This Sector provides a wide range of information and expert advice necessary for: exploration and discovery of minerals and fossil fuels; mineral and fossil fuel resource assessment; environmental impact assessment; geological engineering including earthquake and landslide hazards; planning and policy formulation; and logistics for scientific investigations in the high Arctic.

■ Surveys, Mapping and Remote Sensing Sector

This Sector is responsible for national geodetic surveys, property surveys on Canada Lands, the maintenance of the international boundary, the preparation and distribution of topographic, geographic, electoral and aeronautical maps and related digital files, and for the acquisition and use of remote sensing data.

■ Mineral and Energy Technology Sector

This Sector is responsible for the formulation and development of research and development programs in mineral and energy technology and for the administration of the Canada Explosives Act. The Sector strives to enhance the role and contribution of the minerals and energy sectors to the Canadian economy through mission-oriented R&D in the mining and recovery, processing, conversion, extraction and utilization of metals, industrial minerals and fossil fuels; also, R&D in energy efficiency, renewable energy and alternative transportation fuels. The Sector is also responsible for the coordination of energy R&D for the Government of Canada. Research programs serve government responsibilities in areas of policy, health and safety, protection of the environment, and economic and regional development. A major portion of the research and technology development related to energy, minerals and metals is responsive to the needs of users and includes the latter's involvement on a full- and shared-cost basis, but part of the program is driven by the requirements of the federal energy R&D policies. An important objective of the Sector is the development of technologies that are safe and environmentally compatible as well as economically competitive.

■ Mineral Policy Sector

This Sector evaluates, recommends and implements specific policies, strategies and delivers incentives programs for EMR which foster the development of the minerals and metals sector and which ensure its maximum contribution to the Canadian economy. These activities are carried out in consultation and close cooperation with the provinces, territories, industry and labour.

Information Holdings

Program Records

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Corporate Services

■ Direction and Coordination

Administration

Description: Information created or received by departmental executives on the provision of managerial direction, and on financial, administrative, electronic data processing, human resources and communications support for the achievement of federal and departmental objectives in the fields of energy, minerals and earth sciences. *Topics:* Administration; finance and administration; Auditor General; Office Technology Research Group; interdepartmental liaison on financial and administrative issues; committees on financial and administrative issues; financial management; accounting applications; foreign travel; expenditures; financial authorities; departmental financial information; financial information on Crown corporations; financial information on Petro-Canada; management processes; administrative services; facilities planning and management; materiel management; information management; departmental support services; information technology; corporate policy and communications; corporate policy; corporate affairs; environmental affairs; liaison on environmental affairs; nuclear environmental affairs; communications; human resources management; management category and human resources planning programs; official languages; employment equity; human resources planning and management; management category personnel; personnel program operations; staffing; employment. ***Program Record Number:*** EMR DEX 010

Administration of Frontier Oil and Gas Lands

Description: Information created or received by departmental executives on the development of oil and gas resources on frontier lands. *Topics:* Administration of frontier oil and gas lands; frontier oil and gas policy development and implementation; Canada benefits; coordination of resource management agreements; occupational and operational frontier oil and gas safety; environmental protection on frontier lands; environmental studies on frontier lands; resource development and conservation on frontier lands; rights and revenues administration on frontier lands; technological oil and gas research and development; international liaison on frontier land issues; project development funds; oil and gas management boards NOTE: The administration of Frontier Oil and Gas Lands Activity was officially disbanded September 1st, 1991. The activities were transferred to either the EMR Mineral Policy Sector, the Energy Sector or to other government institutions. ***Program Record Number:*** EMR DEX 005

Corporate Executive

Description: Information created or received by departmental executives on the activities of Energy, Mines and Resources programs. *Topics:* Corporate executive; departmental liaison; Canadian sovereignty; legal services; regulatory reform; Canada – United States Free Trade Agreement; reaction to Canada – United States Free Trade Agreement; Earth Sciences Sector; – Communications, Earth Sciences Federal/Provincial Liaison, Earth Sciences International Bilateral Relations, Earth Sciences international bilateral relations cases; Energy Options Secretariat; Siting Task Force for Low-Level Radioactive waste in Ontario. ***Program Record Number:*** EMR DEX 001

Energy Commodities

Description: Information created or received by departmental executives on the orderly development and efficient allocation of adequate, secure, and cost-effective sources of petroleum, non-petroleum (excluding coal) and alternative transportation fuels. *Topics:* Energy commodities; petroleum resources; oil; oil reports; oil pipelines; petroleum prices; inquiries on pricing of petroleum commodities – cases; natural gas; natural gas associations; natural gas pricing and marketing; natural gas export; natural gas export pricing; natural gas export licences; national gas export licences -cases; natural gas pipelines; natural gas pipelines – cases; international natural gas; electrical energy; provincial electrical energy; provincial electrical energy – cases; international electrical energy; uranium and nuclear energy; international uranium and nuclear energy; international uranium and nuclear energy – cases; uranium mining; uranium mining – cases; nuclear reactors; heavy water plants; nuclear waste management; high level radioactive waste management; low level radioactive waste management; transportation energy; alternative transportation fuels; energy emergency planning. ***Program Record Number:*** EMR DEX 003

Energy Policy

Description: Information created or received by departmental executives on the analysis and development of major energy policy initiatives and strategies; information on the negotiation and coordination of Canadian energy policy in both the domestic and international areas. *Topics:* Energy policy; energy strategy; federal/provincial liaison on energy strategy; oil and gas development and energy accords; privatization of Crown corporations; acquisition and investment in the petroleum industry; acquisition and investment in the petroleum industry – cases; financial and market analysis; oil and gas project analysis; heavy oil upgrader; international energy relations; Petroleum Monitoring Agency (PMA). ***Program Record Number:*** EMR DEX 002

Energy Programs

Description: Information created or received by departmental executives on the development, implementation and delivery of incentive programs for oil and gas exploration in Canada; and on energy conservation and renewable energy development programs, including the monitoring of conservation and renewable energy technological development. *Topics:* Energy programs; energy conservation; business and government energy management; home energy programs; new housing; renewable energy; conservation and renewable energy regional operations; conservation and renewable energy coordination and strategic planning; petroleum ownership, control and incentives; Canadian Ownership and Control Determination (COCD) Program; Petroleum Incentives Program (PIP); applications for payments under the Petroleum Incentives Program Act; Canadian Exploration and Development Incentive Program (CEDIP); Canadian Exploration Incentive Program (CEIP); Management Services. ***Program Record Number:*** EMR DEX 004

Geological Surveys

Description: Information created or received by departmental executives regarding the availability of comprehensive knowledge, technology and expertise concerning the Canadian landmass, as required for effective estimation and exploitation of mineral and energy resources. *Topics:* Geological Surveys; Energy, Mines and Resources Research Agreements Program; Research Agreements Program for Canadian Universities; Research Agreements Program for Canadian Universities – cases; Research Agreements Program for research institutes and societies; Research Agreements Program for provincial and territorial research councils; Research Agreements Program Departmental Grants Review Committee; Geological Surveys liaison; Geological Surveys interdepartmental liaison; Cordilleran and Pacific geoscience; Atlantic geoscience; sedimentary and petroleum geology; lithosphere and Canadian Shield; mineral resources; geophysics; geodynamics; geomagnetism; gravity; seismology; terrain sciences; geoscience information; Geological Surveys Program coordination and planning; Geological Surveys Canada policy and international relations; Polar Continental Shelf; logistics. ***Program Record Number:*** EMR DEX 008

Mineral and Energy Technology

Description: Information created or received by departmental executives regarding the availability of technology needed for the extraction, processing and utilization of mineral and energy resources. *Topics:* Mineral and energy technology; unsolicited proposals – cases; international mineral and energy technology liaison; interprovincial mineral and energy technology liaison; Mineral Development Agreements (MDAs); interdepartmental mineral and energy technology liaison; mineral and energy technology associations; mineral and technology companies, mineral and energy technology institutes; mineral and energy technology universities; mineral and energy technology conferences; mineral and energy technology committees; Minister's National Advisory Council to CANMET (MNACC); mining; coal mining and preparation; mineral processing; fuels technology; metals and materials; technology information services; technical services; energy research and development; international energy research and development; explosives; explosives licensing inspection and authorization; explosives testing and research. ***Program Record Number:*** EMR DEX 007

Mineral Industry Development

Description: Information created or received by departmental executives on the establishment of policies and strategies for minerals and metals; the effective utilization of these resources; the provision of advice on the implications of international development; and the assessment of the economic, social, fiscal, corporate, regional and environmental impacts of alternative policies and strategies. *Topics:* Mineral industry development; minerals and metals associations; minerals and metals conferences; mineral policy and program development; minerals and metals strategy; international mineral relations; foreign countries' mineral profiles; foreign countries' mineral profiles – cases; mineral profile of the United States; regional mineral development; Mineral Development Agreements (MDAs); non-ferrous commodities; ferrous commodities; industrial commodities; asbestos; international liaison on asbestos; coal; foreign countries' coal profiles; resource strategy and information; mineral and metal corporation information; human affairs in the mining industry; economic and financial policy analysis in the mineral and metal industry; tax policy analysis in the mineral and metal industry; flow-through shares. ***Program Record Number:*** EMR DEX 006

Surveys, Mapping and Remote Sensing

Description: Information created or received by departmental executives on the establishment of policies, strategies and programs for national surveying and mapping, and for remote sensing. *Topics:* Surveys, mapping and remote sensing; surveys, mapping and remote sensing committees; surveys, mapping and remote sensing interdepartmental liaison; surveys, mapping and remote sensing liaison with associations and institutes; surveys and mapping; geodesy; topographic mapping; Canada Lands surveying; international boundary; geographical mapping; map publishing; remote sensing; Canadian Space Agency (CSA); European Space Agency (ESA); European Space Agency Programs; European Space Agency Committees; satellite data; Airborne Program; RADARSAT; data applications; application services and technology transfer. ***Program Record Number:*** EMR DEX 009

■ Corporate Policy and Communications

Communications

Description: Information relating to the provision of information to be communicated to the public on federal policies, strategies and programs affecting energy, minerals, earth sciences and selected research and technology endeavour. *Topics:* Communications' automated systems and electronic equipment; associations, conferences and committees; contracts; evaluation studies; marketing; regional communications; client services; publishing; publications design contracts; press clippings and releases; publications; EMR annual report; "Entre-nous"; GEOS; advertising; advertising campaigns; exhibitions and displays; photographs; strategic communications planning; ministerial coordination; news and public opinion surveys analysis; 14th World Energy Conference. ***Program Record Number:*** EMR CPC 620

Corporate Policies/Corporate Affairs

Description: Information relating to the direction and coordination of federal and departmental program objectives, to the achievement of federal goals by pursuing the departmental mission and to the management of allocated resources. Specific activities include departmental management and support, corporate planning, program evaluation and internal audit. *Topics:* Corporate policies evaluation; management consulting services; management consulting services projects; internal audit; internal audit methodology; Auditor General audits; Treasury Board Comptroller General; co-operative audits; exclusive audits; follow-up audits; strategic planning; A-Base Review; Sector A-Base Reviews; management accountability and control; program activity structure; program planning; strategic planning; strategic overview; program long-term plans;

activity approval documents and reviews; operational work plans; program evaluation; departmental program evaluation; coordination and liaison; coordination of cabinet documents; coordination of cabinet committee briefings; coordination of Cabinet Committee on Economic and Regional Development (CCERD) briefings; coordination of Cabinet Committee on Priorities and Planning briefings; coordination and liaison with departmental organizations; coordination and liaison with other departments and agencies; coordination and liaison on provincial issues; coordination and liaison on provincial issues – cases; coordination of background material for briefings. *Program Record Number:* EMR CPC 605

Environmental Affairs

Description: Information relating to the coordination of departmental participation in environmental assessment review. Includes advice and recommendations to senior management on environmental matters as they pertain to Energy and Mineral policy. *Topics:* environment; environment strategies; associations and organizations; committees; conferences; liaison; acid rain; non-ferrous smelters; environmental pipeline issues; mineral industry environmental issues; toxic chemicals; environmental air issues; climatic issues long range transport of air pollutants; vehicle emissions; lead in gasoline; heavy duty vehicle emissions; environmental land issues; national parks; native land claims; environmental energy sources; coal utilization; Coleson Cove conversion study; electrical energy; nuclear environmental issues; medium and high level radioactive waste; low level radioactive waste; low level radioactive waste in Port Hope; international nuclear environmental issues; environmental water issues; arctic environmental issues; environmental assessment and review process, committees and projects; energy research and development; Panel on Energy Research and Development. *Program Record Number:* EMR CPC 610

■ Human Resources Sector

Human Resources Management

Description: Information relating to the development of human resources policies and programs to deliver personnel management services to all departmental employees in order to meet the current and future personnel management needs of the Department. Activities include the provision of complete and comprehensive services in the areas of staffing, organization and classification, pay and benefits, counselling services, staff relations, human resources planning, training and development, affirmative action and official languages. *Topics:* Human resources management. *Program Record Number:* EMR HRS 650

Management Category and Human Resources Planning Programs

Description: Information relating to the coordination of personnel services for the Management Category and the development of departmental policies and procedures for the improved management of human resources to achieve equitable representation in the employment of women, disabled persons and other minorities, including the development of official languages policy and programs on services to the public, language of work and equitable representation of anglophones and francophones, and the delivery of classification services to management. *Topics:* Management category and human resources planning programs; management category; exchanges loans and secondment; Interchange Canada; Interchange Canada \ Executive Interchange Program; conflict of interest; secondment; official languages; departmental official languages program, plans, policies; official languages complaints, program evaluation and training; individual language training; language training by Public Service Commission and private companies; translation services; departmental equitable representation; employment equity; employment equity staffing monitoring project; target group self identification; employment equity for women, persons with disabilities; aboriginal people and visible minorities; human resource planning and management; human resources long-term and multi-year plans; human resources planning for scientific category (SE-RES); performance review and appraisal; career planning; Career Assignment Program; Corporate Assignment Program; classification and organization; sector management classification committees. *Program Record Number:* EMR HRS 660

Personnel Program Operations

Description: Information relating to the provision of personnel administrative services and programs and to the provision of personnel advice to management and employees of the Department. Aspects include information relating to training and development, official languages, personnel management information systems and services, staffing, classification and organization, staff relations, compensation and benefits program, work force adjustment, and employee assistance and counselling. *Topics:* Departmental training; long-term training; Treasury Board Secretariat – training; Public Service Commission – training; non-departmental training; investigations; harassment; Personnel Management Information Systems and Services (PMISS); Central Agency Human Resources Systems; Human Resources Systems Development; Human Resources Sector Systems; Personnel Administrative and Reporting System; Operational Tracking System (OTS); Incentives Awards Program; Suggestion Awards Program; Merit Awards Program; staffing; Student Employment Programs; special employment programs; staffing actions; staffing resources training and development; staffing selection standards; monitoring and review; appeals; employment; transfers; competitions; National Joint Council; collective bargaining; managerial and confidential exclusions; grievances; Employee Assistance Program; unions; strikes and work stoppages; disciplinary action; hours of work and overtime; pay and benefits; superannuation; performance pay plan; scientific research pay plan; senior merit pay plan; pension plans; insurance; income tax; garnishment of pay; work force adjustment; unemployment insurance; staff relations. *Program Record Number:* EMR HRS 655

■ Finance and Administration Sector

Assets Policy, Planning and Systems

Description: Information relating to capital assets, policy and procedures, planning and systems development for the Assets Management and Administrative Services Branch. Aspects include service and information brochures. *Topics:* assets policy, planning and systems; assets management and administrative services – policies and procedures; assets planning; master accommodation plans; assets planning – facilities; long term capital plan; assets automated information systems; master accommodation plans. ***Program Record Number:*** EMR FAS 750

Energy, Mines and Resources Administration

Description: Information relating to the provision of management direction, policy, advice and comprehensive management support functions, systems and services to the two operational programs. *Topics:* Energy, Mines and Resources administration; Public Service 2000; legislation; regulatory reform legislation; associations and organizations; departmental authorities; campaigns and canvassing; ceremonies and celebrations; committees, task forces, working groups; Corporate Management Committee; Mines and Resources Management Committee; corporations; conferences, meetings and seminars; consultants; correspondence procedures; executive correspondence procedures; inventions, patents and copyrights; legal documents; legal documents – cases; legal matters; Orders-in-Council; circular and directives; departmental organization; interdepartmental organizations; Parliament; parliamentary enquiries; parliamentary Cabinet committees; reports; status of women; Treasury Board submissions; domestic visits; passports and visas. ***Program Record Number:*** EMR FAS 700

Facilities Operations

Description: Information relating to the planning, management and organization of buildings, properties, lands and sites owned or leased by the Department. *Topics:* facilities operations; liaison with department of Public Works; service agreements; strategic planning; work plans; work plan reporting system; accounting and inventories; accommodation; crown-owned living accommodation; buildings and properties; buildings and properties – by province; conservation and health issues in buildings; emergency and safety procedures in buildings; parking administration; streets and sidewalks; tenant services. ***Program Record Number:*** EMR FAS 730

Financial Management

Description: Information relating to the provision of a decentralized financial management service to organizations throughout the Department, including the preparation of departmental operational plans and the distribution by allotment of appropriate funds from Treasury Board. *Topics:* Financial management; Financial Management Branch operational plans; accounts and accounting; accounts payable; accounts receivable; accounts receivable aging reports; advances; allotment and transfer of funds; banks and banking; cheques and chequing; claims; financial commitment control; cost recovery; debts due to the Crown; estimates and budgets; capital budgets; supplementary estimates; supplementary "A" estimates; supplementary "B" estimates; supplementary "C" estimates; supplementary "D" estimates; expenditures; expenditure forecast and variance analysis; provincial expenditures; expenditures for scientific activities; fees; financial authorities; financial encumbrances; funds and funding; grants and contributions; hospitality expenses; investments; loans; multi-year operational plans; budget year operational plans; public accounts; financial reporting and information systems; financial reports, statistics and statements; financial reports, statistics and statements for computer; revenue control; taxes; travel allowances and expenses; credit cards; conference allowances and expenses; travel and relocation expenses; travel and relocation expenses – cases. ***Program Record Number:*** EMR FAS 720

Information Management

Description: Information relating to the development and maintenance of policies, procedures, systems and services required to support the general administration of government information management policies. Aspects include the administration of the access to information and privacy legislation, the coordination of information collection, the maintenance of a departmental information inventory and the management of records regardless of physical form or characteristics. *Topics:* Information management; office automation systems improvement services; forms management; forms management projects; departmental forms; non-departmental government forms; information inventory; information inventory of electronic data; departmental central index; essential records program; information systems design, implementation and maintenance; information management services agreements; information systems operations and evaluation; information evaluation and scheduling – authorities, accessions and transfers, disposal, records in storage facilities; transfer of historical records; workplans and reports; electronic information management systems; electronic information management systems support; departmental automated management systems support; information management training; training in the use of electronic information management systems; audio visual and graphic services; library services; Headquarters library services; sector library services; library services, automation. ***Program Record Number:*** EMR FAS 710

Information Technology

Description: Information relating to the providing information technology services which reflect Central and Departmental policies and guidelines. *Topics:* information technology; information technology planning; contracts; professional service contracts; software licences contracts; rental and maintenance contracts; local purchase orders; associations and organizations; committees; conferences; liaison; policy, planning and coordination; information management plan; information technology and systems plan (ITSP); Treasury Board information technology standards; Energy, Mines and Resources information technology standards; EMR computing study; network applications; executive network; computing facilities services and projects; computer hardware; computer software; computer operations; data communication lines; telecommunications; telephones; EMR telecommunications system acquisition project; Information Centre; Resource Centre; Information technology training and security; consulting services; computer applications projects. ***Program Record Number:*** EMR FAS 770

Materiel Management

Description: Information relating to the procurement, leasing and inventory control of materiel and services for organizations throughout the Department. ***Topics:*** materiel management; operational work plans; accounting and inventories – field equipment, materiel in stores, materiel in use; catalogues, manuals and price lists for materiel and equipment; disposal of equipment; loan of equipment; Northern logistics; photocopying and printing services; mail and messenger services; procurement of materiel and services; sources of supply for materiel and services; procurement of materiel, services contractors, legal surveys and printing services, maintenance and repair of office machinery and equipment; fax services; vehicles; motor vehicle accidents; transportation of materiel; transportation of personnel. ***Program Record Number:*** EMR FAS 740

Safety, Environment, Security and ATIP

Description: Information relating to the safeguarding of employee health and safety, ensuring that the working conditions minimize the risk of injuries and materiel loss, and coordinating the sector's operational activities that relate to the environment. Other aspects include the processing of security requests, security of information, materiel, equipment and facilities as well as the administration of the Access to Information and Privacy Acts. ***Topics:*** administration of the Access to Information and Privacy Acts (ATIP); ATIP consultations by government institutions; departmental reports on administration of ATIP Acts; interdepartmental reports on administration of ATIP Acts; information collections; personal information collections; requests for access to information; requests for access to personal information; requests for personal information by investigative bodies and federal investigative bodies; requests to personal information under section 8(2)(M); security of information; departmental security; physical security and incidents; personnel security and clearances; occupational health and safety; occupational health and safety committees and training; occupational health and safety hazardous occurrences; occupational health and safety – accidents; occupational health and safety standards, codes, regulations and policies; fire prevention and protection; dangerous substances management; occupational health and safety facility and operation investigations; environment. ***Program Record Number:*** EMR FAS 760

Energy

■ Canada Oil and Gas Lands Administration

Canada Oil and Gas Lands Administration

Description: Information relating to the administration of oil and gas exploration and production rights on frontier lands which include the Yukon and Northwest Territories, Hudson Bay and Canada's offshore areas. Also includes the regulation and monitoring of the operational, occupational and environmental safety of oil and gas exploration, development and production on frontier lands. NOTE: The Administration of Frontier Oil and Gas Lands Activity was officially disbanded September 1st, 1991. The activities were transferred to either the EMR Mineral Policy Sector, the Energy Sector or to other government institutions. ***Topics:*** Canada oil and gas lands administration; associations, societies and institutions; committees and working groups; oil and gas companies; supply and service companies and consultants; conferences; information systems; frontier lands and public lands legislation; Public Lands Grants Act, and Territorial Lands Act; Oil and Gas Production and Conservation Act; Arctic Waters Pollution Prevention Act and Regulations; Canada Oil and Gas Act; Canada Petroleum Resources Act; Canada – Newfoundland Atlantic Accord Implementation Act; Canada -Nova Scotia Oil and Gas Agreement Act; federal legislation; provincial and territorial legislation; internal liaison with EMR; internal liaison with IAND; interdepartmental liaison; provincial and territorial liaison; incidents and marine emergencies; maritime boundaries; research and development; Panel on Energy Research and Development (PERD); foreign offshore oil and gas; international treaties, United Nations. ***Program Record Number:*** EMR CGA 065

Engineering Administration

Description: Information relating to the administration of the engineering aspects of oil and gas activities on frontier lands, and to the management of the Engineering Branch. ***Topics:*** Engineering administration; guidelines and notices for operators; engineering activities and statistics on frontier lands; diving; regulatory control of diving; diving activities on frontier lands; marine safety; marine operations; marine activities on frontier lands; Mobile Offshore Drilling Units (MODUs); ships and vessels; drilling; drilling operations; drilling engineering activities on frontier lands; drilling units; drilling bases/ structures; drilling equipment and materials; production structures; structures activities on frontier lands; production facilities and pipelines; regulation of facilities and pipeline activities on frontier lands; reservoir and production; regulation of reservoir and production activities on frontier lands. ***Program Record Number:*** EMR CGA 095

Environmental Protection Administration

Description: Information relating to the administration of the environmental safety, environmental protection and environmental assessment role of COGLA respecting frontier lands offshore and in the North; and the management of the Environmental Protection Branch in COGLA. ***Topics:*** Environmental protection administration; Environmental Protection Branch projects; offshore operations; development of technical guidelines for operators; Environmental Protection Branch technical reports on environmental issues; ocean mining (environment); environmental aspects of development plans (environmental protection plans); biological environment; contingency planning for oil and gas; liability and compensation for spills and debris; physical environment offshore; codes and communications; data collection; data archiving; forecasts; instrumentation; ocean currants; wave climatology; wind climatology; extreme environmental conditions; storms; ice conditions; ice-structure interactions; remote sensing; oil spills; regional environmental assessments (regulatory and EARP); search and rescue. ***Program Record Number:*** EMR CGA 075

Environmental Studies Revolving Funds Administration

Description: Information relating to the administration and programs of the Environmental Studies Revolving Funds (ESRF), established under section 49 of the Canada Oil and Gas Act. ***Topics:*** Environmental Studies Revolving Funds – Administration, other proposals, bottom sediment transport PSC, effects monitoring PSC, icebergs PSC, oil spill research and countermeasures PSC, sea bottom ice scour PSC, social issues north PSC, social issues east PSC, waves PSC, social issues west PSC, northern terrestrial and freshwater PSC. ***Program Record Number:*** EMR CGA 076

Northern Operations

Description: Information on northern operations in the Yukon Territory, Northwest Territories, Mackenzie Delta, Beaufort Sea, Arctic Islands, Arctic Lowlands and Eastern Arctic Offshore (Baffin Bay, Davis Strait, etc.) areas relating to offshore programs. ***Topics:*** Drilling operations on conventional landings; ice platforms; artificial islands; caissons (MAC); jack-up types and floaters; geophysics including combined geophysical surveys; air and sea magnetometer measurement; gravity; seismic reflection and refraction; shallow seismic measurement, processing and interpretation and onshore geophysical surveys; geology including combined geological surveys; offshore geological surveys, paleontological/palynological studies(biostratigraphic); geochemistry; petrography (lithology); purchase of geological studies, in-house geological studies and onshore geological surveys; research involving environmental feasibility studies; physical, biological and socioeconomic studies; engineering feasibility studies and geotechnical research. ***Program Record Number:*** EMR CGA 105

Offshore Programs

Description: Information on industry activities in the East Coast, Hudson Bay and Hudson Strait, and West Coast areas relating to offshore programs. ***Topics:*** Drilling operations on the Scotia Shelf, Grand Banks, Labrador Shelf, Gulf of St. Lawrence, and other offshore and onshore drilling; geophysics including combined geophysical surveys, air and sea magnetometer measurement, gravity, seismic reflection and refraction, shallow seismic measurement, processing and interpretation, and onshore geophysical surveys; geology including combined geological surveys, offshore geological surveys, paleontological/palynological studies (biostratigraphic), geochemistry, petrography (lithology), purchase of geological studies, in-house geological studies and onshore geological surveys; research involving environmental and feasibility studies, physical, biological and socio-economic studies, engineering feasibility studies and geotechnical research. ***Program Record Number:*** EMR CGA 100

Policy Analysis and Coordination Administration

Description: Information relating to the administration of industrial and employment benefits from oil and gas activities on the frontier lands, and to the management of the Policy Analysis and Coordination Branch. ***Topics:*** Policy analysis and coordination administration; benefits plans; benefits correspondence and annual reviews; supply and development; development projects. ***Program Record Number:*** EMR CGA 070

Resource Evaluation Administration

Description: Information relating to industry's geological and geophysical work on frontier lands, and to the management and operation of the Resource Evaluation Branch. ***Topics:*** Resource evaluation administration; resource evaluation data management for oil and gas; ocean mining; Canadian geoscientific research; foreign geoscientific research; geological and geophysical equipment and procedures; assessment of oil and gas resources. ***Program Record Number:*** EMR CGA 090

Rights Management Administration

Description: Information relating to the issuance, negotiation and administration of oil and gas exploration and production rights on frontier lands and public lands, and to the management of the Rights Management Branch. ***Topics:*** Rights management administration; nominations for frontier lands; direct issuance of frontier lands; calls for proposals for frontier lands; negotiations respecting frontier lands; exploration agreements; significant discovery licences; production licenses; frontier lands registration; public lands administration; public lands titles and descriptions. ***Program Record Number:*** EMR CGA 080

■ Petroleum Incentives Administration

Canadian Ownership and Control Determination

Description: Information relating to the development and maintenance of policies, systems, procedures and regulations to administer the Canadian Ownership and Control Determination (COCD) Act. Includes receiving, processing and certifying applications for the Canadian Ownership Rate and Control Status Program. ***Topics:*** Canadian Ownership and Control Determination (COCD) corporate information; COCD guidebook; COCD operations; COCD committees; COCD conferences; COCD operations reports; Canadian ownership rate and control status programs (COR/CS); COR/CS documentation; COR/CS certificates; COR/CS guidelines; COR/CS operating procedures. ***Program Record Number:*** EMR PNA 115

Canadian Ownership and Control Determination Policy

Description: Information relating to the development and maintenance of policies, precedents, and special studies in administering the Canadian Ownership and Control Determination (COCD) Act and Regulations in order to encourage increased Canadianization of the petroleum industry. *Topics:* Canadian Ownership and Control Determination (COCD) policy committees; COCD policy conferences; COCD policy reports; COCD Act; COCD Act interpretation; COCD Act qualified applicants; Canadian ownership rate and control status determination; COCD Act applications, certificates and administration; COCD Act disclosure of information; COCD Act regulation-making authority; COCD Act enforcement; COCD Act judicial review and transmission provisions; Canadian ownership and control determination regulations; COCD Regulations interpretation and applications; specified Canadian ownership rates; Canadian ownership rates other than specified rates and rates of insurance companies and trust; COCD regulations administration; Canadian ownership rates of insurance companies; Canadian ownership rates of trust; COCD regulations schedules. *Program Record Number:* EMR PNA 120

Petroleum Incentives Administration

Description: Information relating to administering both the Canadian Ownership and Control Determination (COCD) Act and the Petroleum Incentives Program (PIP) Act in order to actively contribute to the federal government's energy policy by increasing Canadian ownership and control of the petroleum industry and energy security in Canada. *Topics:* Committees; conferences; energy issues; oil and gas issues; Petroleum Incentives Administration reports; liaison; interdepartmental, international and provincial liaison. *Program Record Number:* EMR PNA 110

Petroleum Incentives Program

Description: Information on the development and maintenance of policies, systems, procedures and regulations related to the provision of the eligible costs and Crown share incentives to applicants. Includes receiving, analyzing and processing company applications for incentive contribution and issuing payments. *Topics:* Petroleum Incentives Program (PIP); petroleum incentives committees; petroleum incentives information management system; petroleum incentives research, analysis and forecasting; petroleum incentives operations; petroleum incentives applicant documentation; petroleum incentives processing procedures; petroleum incentives case assessment; petroleum incentives financial payments and controls; petroleum incentives data control and operations; petroleum incentives case control; well and geochemical; geological and geophysical data analysis; quality control and standards; petroleum incentives reviews and audits; reviews and audits standards and practices. *Program Record Number:* EMR PNA 125

Petroleum Incentives Program Policy

Description: Information relating to development and interpretation of the Petroleum Incentives Program legislation and regulations to increase Canadianization in the petroleum industry and to increase exploration and development in Canada. Includes assessment of case precedents and the development of policy, consistency of application of the PIP Act and Regulations, and the conduct of research, analysis and forecasting of demand in the oil and gas industry. *Topics:* Petroleum Incentives Program (PIP) Act; PIP Act interpretation; Petroleum Incentives Program (PIP); PIP administration; PIP disclosure of information; PIP enforcement and general sections; PIP regulations; interpretation of the PIP regulations; interpretation of PIP regulations Part 1 (general) and Part 2 (adjusted eligible cost or expense). *Program Record Number:* EMR PNA 130

■ Energy Sector

Conservation and Renewable Energy

Description: Information relating to the planning and management of activities in support of the promotion of energy conservation and the development of renewable energy resources in order to meet Canada's energy requirements and other economic, social, regional and environmental objectives. *Topics:* Conservation and renewable energy; regional operations; liaison, provincial liaison; management information system (MIS) monthly reports; MIS consolidated monthly reports, residential / transportation energy activities; promotional activities; publications; industrial/commercial activities; liaison with federal economic and development coordination on industrial/commercial activities; delivery of the National Conservation and Alternative Energy Initiative (NCAEI). *Program Record Number:* EMR ENS 310

Economic and Financial Analysis

Description: Information relating to the analysis and recommendations of energy policies with particular reference to revenue sharing, fiscal policy, project economics, industry investment and rates of return including provincial fiscal regimes and energy corporations. *Topics:* economic and financial analysis; economic and financial analysis committees, consultants and contracts; reports, and managerial operations; economic and financial analysis liaison – organizations and associations, provincial, and international; financial data in support of the Energy Sector; activity data for the Energy Sector; analysis techniques; energy industry analysis; analysis of companies; energy industry analysis forecasts; energy revenues forecast; financial, fiscal and supply analysis models; fiscal analysis; fiscal analysis of federal corporate income tax; fiscal analysis of federal incentive programs, sales, customs and excise taxation, federal royalties; international regimes, provincial royalties and incentives; energy market analysis; energy market analysis on energy issues; energy policy development; Federal / Provincial energy agreements; energy demand and price analysis; energy demand and price analysis – forecasts, models, petroleum products; price analysis of petroleum products, non-petroleum products and within sectors; energy supply analysis; energy supply analysis – forecasts, models, petroleum products and non-conventional sources; energy and the environment; energy project analysis; conventional oil and gas project analysis; oil sands project analysis; Oslo project analysis; Suncor project analysis; Syncrude project analysis; enhanced oil recovery project analysis; Cold Lake enhanced oil recovery project analysis; Peace River project analysis; upgrader projects analysis; coal project analysis; coal synfuel project analysis; liquid natural gas project analysis; petrochemical project analysis; alternative transportation fuels project analysis; pipeline project analysis; northern frontier project analysis; Amauligak project analysis; offshore frontier project analysis; Hibernia project analysis; Hibernia project analysis; Cohasset project analysis; Terra Nova analysis; White Rose project analysis; electrical project analysis; nuclear project analysis; Point Lepreau 2 project analysis; Petroleum resources; petroleum resources models; Federal and provincial petroleum resource acts and legislation; economic analysis of petroleum resources; petroleum engineering, costs and expenditures; petroleum resource research and development; pricing of petroleum resources; petroleum reserves; reserves of hydrocarbon liquids; oil reserves; hydrocarbon assessments procedures; petroleum resources gas reserves; transportation of petroleum; upstream petroleum indicators; petroleum resources upstream activities development; reserves, resources and production; enhanced oil recovery reserves, projects for light and medium oil, bitumen and heavy oil; oil reserves upgrading; Canada / Saskatchewan Heavy Oil Agreement; Macroeconomic analysis; monitoring and information systems – operations; energy statistics publications; megaproject monitoring; LLoydminster Upgrader project monitoring; Hibernia offshore frontier project monitoring; OSLO Tarsands project monitoring; Newgrade Upgrader project monitoring; energy information systems; International Energy Agency (IEA); IEA energy statistics, coal statistics, electricity statistics, oil and natural gas statistics; statistics on energy exports and imports; electricity; petroleum; supply and demand refinery feedstock survey, natural gas; Petroleum Monitoring Agency (PMA); PMA committees, consultants and contracts, managerial operations, accounting practices, acts and legislation, liaison; monitoring of the coal industry, petroleum industry, petroleum industry data, balance of payments survey in petroleum industry, energy research and development survey in petroleum industry; monitoring of estimates and forecasts in petroleum industry, quarterly industrial corporations survey in petroleum industry, ownership and control in petroleum industry, survey questionnaires in petroleum industry; monitoring of petroleum industry semi-annual monitoring survey questionnaires, special studies drilling fund study, taxation study. ***Program Record Number:*** EMR ENS 176

Efficiency and Alternative Energy

Description: Information relating to the advice, development and delivery of program concerning the efficient use of energy in Canada; and the adoption of economic and environmentally attractive options for use of more efficient energy using technologies and alternative fuels. ***Topics:*** efficiency and alternative energy; efficiency and alternative energy liaison, associations and organization, policy development and analysis, initiatives, models and data base, marketing and communications activities; international and provincial liaison; energy efficiency and diversity initiatives; energy efficiency and the environment; EED technology export support program; energy performance contracting; appliance energy efficiency; Energuide Directory; energy conservation standards; industrial / commercial energy efficiency; Industrial / Commercial Task Force; alternative energy; transportation energy; transportation energy liaison, associations and organizations, liaison with fuels industry, database, research and development; PERD Task 1.5; methanol transportation fuels; Methanol Demonstration Program; gaseous transportation fuels; propane transportation fuels; compressed natural gas (CNG) transportation fuels; CNG research and technology, CNG Vehicle Grant Program, CNG Fuelling Station Program, CNG associations and organizations; liquified natural gas transportation fuels; hydrogen transportation fuels; PERD Task Five – New Liquid Fuels; liquid hydrocarbon fuel additives and components; liquid synthetic transportation fuels; transportation systems; Driver Outreach Program; vehicles; air vehicles. ***Program Record Number:*** EMR ENS 200

Electrical Energy

Description: Information relating to the provision of analysis and policy advice regarding all aspects of electrical energy to effectively and efficiently implement policies relating to electrical energy, provide effective information services to the public and manage the federal government's contribution to the Canadian Electrical Association's (CEA) research and development program. ***Topics:*** Electricity; energy issues; Panel on Energy Research and Development – Task Six, Conventional Energy Systems; Canadian Electrical Association; electrical associations and organizations; international electrical energy; USA electrical energy; electricity exchanges between Canada and the USA; electrical utilities; Canadian electrical energy economics and finance; Canadian electrical supply and demand; Canadian electrical technology; regional and interprovincial electrical energy; provincial electrical energy – by province; Lower Churchill electricity development; Annapolis River Tidal Project; Coleson Cove Conversion Study; Churchill Falls dispute between Quebec and Newfoundland; Lepreau One Nuclear Project; nuclear energy; fusion; Canadian Nuclear Association; Canadian Nuclear Society; nuclear conferences and seminars; nuclear exports; heavy water; nuclear power; Point Lepreau Two Nuclear Project; nuclear generated electricity costs. ***Program Record Number:*** EMR ENS 215

Energy Policy

Description: Information relating to the energy policy, which encompasses the coordination of the review and analysis of policy objectives and instruments, and the analysis, development and coordination of new energy policy recommendations. Includes workplans and internal meetings. ***Topics:*** energy policy; strategic planning;

energy policy committees, regulatory boards and agencies, conferences, briefings; energy policy provincial briefings – by province; petroleum industry briefings; energy policy relations; energy policy interdepartmental, international, and provincial relations; energy policy provincial relations – by province; federal government priorities; federal economic policies; energy trade policy; free trade between Canada and the USA; North American free trade; multilateral trade negotiations; Gatt multilateral trade negotiation Uruguay Round; federal energy policies; conservation and renewable energy policies; public views on federal energy policies; conservation and renewable energy policies; frontier energy policies and accords; Northern Energy policies; native rights and land claims; energy research and development; energy security; industry assistance programs; energy and the environment; Canadianization; Investment Canada; cooperative corporations; Cooperative Energy Corporation; Cooperative Energy Development Corporation; crown corporations; Atomic Energy of Canada Limited; Petro-Canada; Petroleum issues; oil issues and projects; natural gas issues and projects; electricity issues and projects; uranium issues and projects; nuclear issues and projects; coal issues and projects. *Program Record Number:* EMR ENS 161

New Housing

Description: Information relating to the development and delivery of policies and programs for the optimization of energy efficiency in Canadian new housing design, construction, marketing and operation. *Topics:* New housing; liaison; liaison with organizations and associations; international liaison; new housing technology and standards; R-2000 Home Program; R-2000 Home Program – committees, builder education and training, institutionalization of R-2000 Home Program builder education and training, builder education and training contracts, delivery, regional operations delivery, delivery issues, builder grants and contributions, marketing and information, advertising, publications, exhibits, regional marketing plans, marketing and information contracts, technical support; Canadian Home Builders Association (CHBA) – R-2000 builder education and training initiatives, contract management, year one subcontracts, national reports, claims, Task I – project planning and management, Task II – regional delivery, Task III – education and training, Task IV – marketing, Task V – technology development and refinement; residential technology and industry development contracts; medium- and high-rise apartment buildings. *Program Record Number:* EMR ENS 312

Oil and Gas

Description: Information relating to the development and efficient use of oil and natural gas liquids, the development and implementation of federal policies associated with the interprovincial and international trade of natural gas, and contingency plans for the control and regulation of emergency production, distribution and use of petroleum resources. *Topics:* Oil and gas; oil and gas committees, legislation and regulations, international liaison and cooperation, provincial liaison; petroleum energy issues; oil supply electronic data systems; emergency oil inventory; domestic oil; crude oil feedstock surveillance reports; stove oil and kerosene supply surveillance reports; diesel supply surveillance reports; natural gas liquids; propane; propane demand; butane; ethane; methanol; compressed natural gas; propane distribution system expansion program; US oil markets; Organization of Petroleum Exporting Countries (OPEC); Organization of Arab Petroleum Exporting Countries (AOPEC); international oil supply in private industry; international government owned / controlled industry, non-OPEC cases; International Organization for Economic Cooperation and Development (OECD); International Energy Agency (IEA) on oil supply; OECD IEA standing group on the oil market (SOM); OECD IEA standing group on emergency questions (SEQ); international world energy market; petroleum utilization; petroleum products marketing; petrochemical industry processing; international petrochemical industry processing; refineries processing; supply processing; supply processing; processing technology; upgrading processing; natural gas; Canadian natural gas export; natural gas fiscal regime; natural gas industry; information program on natural gas; international natural gas; natural gas major projects, pipeline projects, pipeline construction cost task force, pipeline review project, marketing, pricing, supply and demand; natural gas provincial activities; Natural Gas Market Development Incentive Program, Natural Gas Laterals Program; Natural Gas Transportation Assistance Program; energy emergency planning; Energy Supplies Allocation Board (ESAB); Energy Emergency Planning contracts, and consultants, associations and organizations, committees and liaison; electronic data processing; operations analysis on petroleum entitlements; Energy Supplies Allocation Board; National Emergency Agency for Energy (NEAE); departmental emergency planning; liaison with Emergency Preparedness Canada; federal government emergency planning; Wintex / Cimex Exercises; federal government emergency planning committees; North Atlantic Treaty Organization (NATO); energy demand restraint measures; crude oil and petroleum products allocation planning; replacement of fuels; allocation program logistics; natural gas allocation; petroleum industry liaison on allocation planning; allocation planning price control; allocation planning statistics; allocation planning of petroleum products; allocation planning of crude oil; rationing program; international, provincial and industry liaison on rationing. *Program Record Number:* EMR ENS 195

Renewable Energy

Description: Information relating to the promotion, through research, development and demonstration, of the orderly development and commercialization of renewable energy technologies to ensure long-term energy supply for Canada. *Topics:* Renewable energy; liaison on renewable energy; interdepartmental liaison on renewable energy; international liaison on renewable energy; international liaison on renewable energy – cases; provincial liaison on renewable energy; energy conservation technology; alternative energy sources; task four of the Panel on Energy Research and Development (PERD); Solar Energy Development Program (SEDP);

regional delivery of SEDP; regional delivery of the National Conservation and Alternative Energy Initiative (NCAEI) component of SEDP; SEDP technology transfer; Canadian Solar Industries Association (CSIA); Solar Energy Society of Canada (SESCI); SEDP committees; SEDP conferences and seminars; Small and Low Head Hydro Technology Research and Development Project; Small and Low Head Hydro Technology Research and Development Project – cases; Geothermal Technology Research and Development Project; Geothermal Technology Research and Development Project – cases; Active Solar Technology Research Development and Demonstration Projects; Active Solar Technology Research and Development Project – cases; Active Solar Technology Special Projects Demonstration – cases; Active Solar Technology Commercial/Industrial Solar Demonstration Project – cases; Active Solar Technology Commercial/Industrial Solar Demonstration Project – rejected proposals – cases; Active Solar Technology Commercial/Industrial Solar Demonstration Project monitoring – cases; Active Solar Technology Commercial/Industrial Solar Demonstration Small Projects component; Passive Solar Technology Research Development and Demonstration Projects; Passive Solar Technology Research and Development Project – cases; Passive Solar Technology Special Projects Demonstration – cases; Photovoltaics Technology Research and Development Project; Photovoltaics Technology Research and Development Project – cases; Wind Technology Research and Development Project; Wind Technology Research and Development Project – cases; Solar Domestic Hot Water (SDHW) Program inspections; SDHW Program inspections – cases; SDHW Program monitoring; Canadian Solar Industries Association SDHW systems warranties; SDHW Program, Phase seven; SDHW Program, Phase eight; biomass energy sources; biomass equipment; gaseous fuels from biomass; solid fuels from biomass; solid fuel supply and availability studies; peat; liquid fuels from biomass; ethanol from biomass; Bioenergy Development Program (BDP); Bioenergy Development Program (BDP) – cases; PEI Alternative Energy Development Program (AEDP); regional delivery of the PEI AEDP; Remote Community Demonstration Program (RCDP), Phase two; regional delivery of the RCDP, Phase two; regional delivery of the RCDP, Phase two – cases; RCDP, Phase two program and project planning; RCDP, Phase two communications; BC Remote Community Demonstration Program (RCDP), Phase two; BC RCDP, Phase two information transfer projects; BC RCDP, Phase two demonstration projects; Alberta RCDP, Phase two; Saskatchewan RCDP, Phase two; Saskatchewan RCDP, Phase two information transfer projects; Manitoba RCDP, Phase two; Ontario RCDP, Phase two; Ontario RCDP, Phase two demonstration projects; Quebec RCDP, Phase two; Quebec RCDP, Phase two demonstration projects; Newfoundland RCDP, Phase two; Newfoundland RCDP, Phase two demonstration projects; NWT RCDP, Phase two; NWT RCDP, Phase two information transfer projects; NWT RCDP, Phase two demonstration projects; Yukon RCDP, Phase two; Yukon RCDP, Phase two demonstration projects; alternative energy Enerdemo Program; regional delivery of the Enerdemo Program; regional delivery of the Enerdemo Program – cases; Enerdemo Management Committee; Enerdemo planning and priorities; Newfoundland Enerdemo projects; Newfoundland renewable Enerdemo projects; PEI Enerdemo projects; PEI biomass Enerdemo projects; NS Enerdemo projects; NB Enerdemo projects; Quebec Enerdemo projects; Quebec renewable Enerdemo projects; Ontario Enerdemo projects; Ontario renewable Enerdemo projects; Manitoba Enerdemo projects; Saskatchewan Enerdemo projects; Alberta Enerdemo projects; Alberta renewable Enerdemo projects; BC Enerdemo projects; BC transportation Enerdemo projects; BC renewable Enerdemo projects; NWT Enerdemo Projects; Yukon Territory Enerdemo projects; National Capital Region Enerdemo projects. *Program Record Number:* EMR ENS 245

Uranium and Nuclear Energy

Description: Information relating to the provision of advice and the formulation of policies to ensure that Canadian uranium resources and nuclear energy industries make optimal contributions to the country's economic development by providing a secure and economical source of energy and by realizing export opportunities. *Topics:* Uranium and nuclear energy; liaison; liaison with crown corporations; research and development; international uranium and nuclear issues; Uranium Institute; international uranium and nuclear issues; uranium and nuclear issues with other countries; uranium and nuclear – European Economic Community (EEC) and the European Atomic Energy Community (EURATOM); International Atomic Energy Agency (IAEA); IAEA general correspondence, Board of Governors, Department of Administration, Department of Technical Cooperation, Department of Nuclear Energy and Safety; IAEA nuclear power issues, conferences, committees, and working groups; nuclear safety and environmental protection conferences, committees and working groups; IAEA Department of Research and Isotopes, Department of Safeguards, nuclear safeguards and non-proliferation agreements; Organisation for Economic Cooperation and Development (OECD); International Energy Agency (IEA); Nuclear Energy Agency (NEA); Fuel Cycle Committee; uranium; Uranium Resource Appraisal Group (URAG); URAG annual uranium; exploration surveys; Uranium exploration and production; Foreign ownership of uranium industry; uranium processing and refining; uranium enrichment and reprocessing; uranium exports; further processing of uranium prior to export; Uranium Exports Review Panel (UERP); UERP contracts; uranium supply and demand; radioactive waste management; high level irradiated fuel waste management; low level radioactive waste management; low level radioactive waste disposal sites; uranium mine tailings management. *Program Record Number:* EMR ENS 220

Minerals and Earth Sciences

■ Geological Surveys of Canada

Atlantic Geoscience Centre (AGC)

Description: Information relating to management and operations of Atlantic Geoscience activities to ensure a comprehensive knowledge, technology and expertise on the geology of the Atlantic and Arctic offshore regions of Canada and the sedimentary basins of the Appalachian region not filed elsewhere by specific subject. *Topics:* Environmental marine geology; Atlantic Geoscience publications – cartography; oil and gas resources and exploration; Program for Industry Laboratory Projects (PILP); Atlantic Geoscience surveys; United States international liaison; USSR international liaison; eastern petroleum geology; liaison – universities and colleges; Atlantic Geoscience field work; provincial liaison; international liaison; departmental liaison; interdepartmental liaison; liaison – companies, societies, institutes, associations and organizations; conferences; committees; Canadian Geoscience Council liaison; Atlantic Geoscience Centre (AGC); liaison; research and development; Panel on Energy Research and Development; Atlantic Geoscience unsolicited proposals; boundary disputes; frontier geoscience program; Atlantic Geoscience research projects; ocean mining and research; Atlantic Geoscience publications. ***Program Record Number:*** EMR GSC 385

Cordilleran and Pacific Margin

Description: Information relating to management and operations of the Cordilleran and Pacific Margin Geology activities to increase the knowledge of the composition, age, distribution and origin of regionally mappable rock units to better access the mineral and hydrocarbon potential in Canadian Cordilleras and adjacent offshore regions not filed elsewhere by specific subject. *Topics:* Juan de Fuca geoscience studies; liaison – companies; research and development; Cordilleran and Pacific Margin library; Cordilleran and Pacific Margin unsolicited proposals; Canadian Geoscience Council liaison; field work; universities and colleges liaison; liaison – provincial, international, departmental, interdepartmental, societies, institutes, associations and organizations; conferences; committees; Cordilleran and Pacific Margin; boundary disputes; frontier geoscience program; Cordilleran and Pacific Margin research projects; publications; marine geology. ***Program Record Number:*** EMR GSC 390

Geological Surveys

Description: Information relating to the management of the geological surveys activity to ensure the availability of comprehensive knowledge, technology and expertise pertaining to the geology of the Canadian landmass and offshore areas for the identification, exploration and exploitation of Canadian mineral and energy resources. Aspects include studies and research on the earth's surface deposits, crust and upper mantle. *Topics:* New technology and international programs; liaison with companies; federal-provincial mineral development agreements – Department of Regional and Industrial Expansion (DRIE); universities & colleges liaison; Geological Survey of Canada field work; research & development; Industrial Research Agreements Program; Program for Industry Laboratory Projects; Panel on Energy Research & Development; Geological Survey unsolicited proposals; Geological Survey Agreements; federal-provincial mineral development agreements (MDA); boundary disputes; frontier geoscience program; research projects; ocean mining and research program; oil and gas resources and exploration; liaison with societies; interdepartmental liaison; departmental liaison; international liaison; USSR international liaison; United States international liaison; international liaison – associations and organizations; provincial liaison; geological survey; committees; conferences; Canadian Geoscience Council liaison; liaison with institutes; Canadian International Development Agency (CIDA) geoscience aid projects; Memorandums of Understanding. ***Program Record Number:*** EMR GSC 350

Geophysics

Description: Information relating to the management and operations of the Geophysics Division whose mandate is to ensure the availability of geophysical data, information, technology, standards and expertise concerning the configuration, evolution, structure and dynamic processes of the solid earth and the hazards associated with natural and induced geophysical phenomena. *Topics:* Geophysics; committees; conferences; Canadian Geoscience Council – liaison; liaison – associations and organizations, institutes, societies, companies; interdepartmental, departmental, international, provincial liaison; liaison – universities and colleges; Geophysics field work; research and development; Industrial Research Agreements Program (IRAP); Program for Industry Laboratory Projects; Panel on Energy Research and Development; Geophysics unsolicited proposals; federal-provincial agreements; federal-provincial mineral development agreements; boundary disputes; frontier geoscience program; Geophysics research projects; ocean mining and research programs; oil and gas resources and exploration; nuclear fuel waste management program; lithosphere studies; seismology; geophysics publications; Canadian seismograph networks; seismograph network standard stations; eastern Canadian telemetered (SEISMIC) network; western Canadian telemetered (SEISMIC) network; strong-motion seismograph network; Yellowknife geophysical observatory; geoscience of nuclear explosions; geomagnetism; Canadian magnetic observatory network; palaeomagnetism; gravity; gravity standards; Canadian gravity standardization network; international gravity standardization network; geodynamics; global dynamics; crustal dynamics; geothermics; aeromagnetics; seismology data centre; earthquake and seismic hazards; meteorite impact processes and studies. ***Program Record Number:*** EMR GSC 360

Geoscience Information

Description: Information relating to the management and operations of the Geoscience Information Division whose role is to ensure that the results of the Branch's scientific programs are made available to industry, other government agencies and the general public. *Topics:* National Geoscan hardware/software operations; geoscience information library technical services; liaison with other libraries; exchange agreements; geoscience information; Geoscience Information – cartography services, editing services, library requests; geoscience information library international exchange agreements, United States exchange agreements, provincial exchange agreements; national geoscan; federal/provincial contributing agencies; publication production; publication services; technical photography services; technical information collection. ***Program Record Number:*** EMR GSC 365

Lithosphere and Canadian Shield

Description: Information relating to management and operations of the Lithosphere and Canadian Shield Division activities ensuring the availability of comprehensive knowledge, technology and expertise on the bedrock geology and mineral resources of the Canadian Precambrian Shield, and also plutonic and igneous rocks in Atlantic Canada. *Topics:* Petrology; lithosphere and Canadian Shield; publishing and editing; geochronology; palaeomagnetism. ***Program Record Number:*** EMR GSC 370

Mineral Resources

Description: Information relating to the management and operations of Mineral Resources activities which are to provide scientific and technical support services for Geological Survey of Canada and to maintain a national information base of Canada's non-hydrocarbon mineral resources and deposits. *Topics:* Regional metallogenic studies; uranium resources information bank; evaluation; rock and mineral information services; national collections; international strategic minerals inventory; mathematical applications in geology; mineral resources; mineral resources – publishing and editing, information systems, special projects; mineral deposits geology, mineralogy and analytical chemistry; regional mineral resource assessments; exploration geophysics instrumentation research and development; radiation geophysics; borehole geophysics; exploration geophysics; special projects; exploration geochemistry; national geochemical reconnaissance surveys; exploration geophysics Skyvan aircraft equipment and use. ***Program Record Number:*** EMR GSC 355

Polar Continental Shelf Project

Description: Information relating to the management and overall functions of the Polar Continental Shelf Project. It includes provision of coordinated logistic support to public and private sector groups, provision of information on scientific operations to the scientific community and local inhabitants. *Topics:* Polar Continental Shelf Project; Arctic sciences; committees; departmental and interdepartmental committees; conferences; PCSP liaison with associations and organizations; PCSP departmental liaison, PCSP interdepartmental liaison, PCSP international liaison, PCSP provincial and territorial liaison, PCSP liaison with universities and colleges; Research Agreements Program; unsolicited proposals; Frontier Geoscience Program; PCSP logistical support; PSCP logistical support for field activities, land use permits and research licences, radio and navigational systems, goods and services, aircraft, fuel, and vehicles. ***Program Record Number:*** EMR GSC 435

Sedimentary and Petroleum Geology

Description: Information relating to the overall activities, management and operations associated with the sedimentary and petroleum geology activity which specifically entails the provision of a geological knowledge base for Canada and arctic sedimentary basins. *Topics:* Oil and gas resources and exploration; sedimentary and petroleum geology publications – cartography, books; industrial research agreements program; regional geology – curation and technical services, mainland, arctic islands; paleontology; frontier energy geoscience program; federal-provincial agreements; sedimentary and petroleum geology unsolicited proposals; field work; liaison – associations and organizations, companies, societies, institutes, Canadian Geoscience Council, universities and colleges; conferences; sedimentary and petroleum geology; committees; interdepartmental liaison; departmental liaison; international liaison; provincial liaison; research and development (R&D); Panel on Energy Research and Development (PERD); research grants; federal-provincial mineral development agreements; boundary disputes; sedimentary and petroleum geology research projects; ocean mining and research; coal geology; petroleum geology; petroleum geology – geochemistry, petroleum geology – resources; petroleum resources appraisal secretariat; calibration testing and facilities. ***Program Record Number:*** EMR GSC 395

Terrain Sciences

Description: Information of a general nature relating to the management and operations of Terrain Sciences activities to ensure the availability of comprehensive knowledge and expertise on surface materials, natural terrain hazards, and the capabilities of the terrain to support human activities. *Topics:* Quaternary environments; paleoecolocy and radiocarbon laboratories; sedimentology research; terrain sciences; environmental studies, publishing and editing; nuclear fuel waste management program, committees, external involvement, EMR/AECL coordinating program; terrain dynamics; terrain dynamics – permafrost research; geothermics; geothermal energy. ***Program Record Number:*** EMR GSC 380

■ Surveys, Mapping and Remote Sensing Sector

Air Operations

Description: Information relating to utilization, operations, maintenance and calibration of aircraft and of electrical and electronic equipment engaged in remote sensing activities. *Topics:* Airborne data acquisition; aircraft operations and maintenance; aircraft systems support. ***Program Record Number:*** EMR SMR 475

Automated Systems and Methods

Description: Information relating to research and development in computer systems and methods for the processing, analyzing and storing of remotely sensed data acquired from satellites and airborne platforms and the provision of technical assistance and advice for hardware procurement and software development. Also includes the provision and operation of facilities for processing satellite and airborne remotely sensed data. *Topics:* Synthetic aperture radar digital processor; digital storage technologies; the Digital Image Correction System; image analysis systems; visible infra-red spectroscopy; image processing systems; instrumentation laboratory; National Oceanic and Atmospheric Administration's (NOAA) satellite systems; Digital Image Analysis system; Multi-observation Satellite Image Correction system; standard computer compatible tape format. ***Program Record Number:*** EMR SMR 480

Canada Centre for Mapping (CCM)

Description: Information relating to the overall management of the topographical mapping program, used to formulate and maintain national standards for mapping, to produce aeronautical information products as well as the National Atlas. ***Topics:*** Canada Centre for Mapping (CCM); grants and contributions; unsolicited proposals; status reports; associations and organizations; Canadian Institute of Surveying and Mapping (CISM); United Nations; Pan American Institute of Geography and History (PAIGH) – commissions; CCM committees; Canadian Permanent Committee on Geographical Names (CPCGN); Canadian Council on Geomatics (CCOG); National Advisory Committee on Control Surveys and Mapping (NACCSM); CCM conferences; CCM liaison – interdepartmental, provincial, international; foreign aid projects; research and development; CCM operations; arctic and northern program; maps and mapping; National Atlas Information Services (NAIS); canada centre for surveying issues; remote sensing. ***Program Record Number:*** EMR SMR 415

Canada Centre for Remote Sensing

Description: Information relating to coordination and administration of research and development activities to improve remote sensing technology and facilitate the acquisition, dissemination and analysis of remotely sensed data from aircraft and satellites for resource management and environmental monitoring. ***Topics:*** Associations; committees; Canadian Advisory Committee on Remote Sensing; conferences; program management; provincial and international liaison; National Aeronautics and Space Administration (NASA); research and development programs. ***Program Record Number:*** EMR SMR 470

Canada Centre for Surveying

Description: Information relating to management and regulation of all surveys carried out in Canada Lands, as stipulated in the Canada Lands Surveys Act. Canada Lands include all land in the Yukon and Northwest Territories that is not privately owned, Indian reserves, national parks and the lands offshore. ***Topics:*** Canada Centre for Surveying; grants and contributions; status reports; associations and organizations; International Federation of Surveyors; Pan American Institute of Geography and History (PAIGH); committees; National Advisory Council for Survey and Mapping; conferences; North American Datum and Adjustment; liaison – departmental, interdepartmental, provincial and international; liaison with the United States; foreign aid projects; operations; projects; research and development; unsolicited proposals; Memorandum of Understanding (MOU) on cooperation in surveying, mapping and remote sensing; Memorandum of Agreement on surveying, mapping and remote sensing; geodetic survey issues; survey systems; legal survey issues; International Boundary Commission (IBC) issues. ***Program Record Number:*** EMR SMR 409

Data Applications

Description: Information relating to research and development in remote sensing information extraction techniques and the development and demonstration of applications of remotely sensed data to resource management and environmental monitoring problems. ***Topics:*** Applications development and demonstration; agriculture; forestry; geology and cartography; hydrology. ***Program Record Number:*** EMR SMR 485

Data Applications Services

Description: Information relating to provision of analysis facilities, and information and advisory services to assist users in applying remote sensing technologies. ***Topics:*** Marketing; image analysis services; library services; publications; transfer of remote sensing technologies to industry; technology enhancement program. ***Program Record Number:*** EMR SMR 490

Geodetic Surveys

Description: Information relating to the overall management of a national geodetic survey network which is fundamental to all forms of surveying. Aspects include research and development of standards, measurements of latitude, longitude, elevation and geometry of the earth's surface and its physical anomalies. ***Topics:*** Geodetic surveys; geodetic survey operations; unsolicited proposals; status reports; grants and contributions; associations and organizations; Canadian Council on Surveying and Mapping (CCSM); Pan American Institute of Geography and History (PAIGH); geodetic survey committees; National Advisory Committee on Control Surveys and Mapping (NACCSM); geodetic survey conferences; liaison and information services; memorandum of understanding on cooperation in surveying, mapping and remote sensing; corporation liaison; departmental liaison; interdepartmental liaison; international liaison; USA liaison; provincial liaison; Newfoundland liaison; Canada – Newfoundland land surveying and mapping agreement; Prince Edward Island liaison; Nova Scotia liaison; New Brunswick liaison; Quebec liaison; Ontario liaison; Manitoba liaison; Saskatchewan liaison; Alberta liaison; British Columbia liaison; Northwest Territories liaison; Yukon liaison; Maritimes land registration and information services; territorial land use regulations; geodetic data management; national geodetic database; geodetic data analysis and adjustment; geodetic data services; North American Datum and Adjustment (NAD83); North American Vertical Datum and Adjustment (NAVD 88); NAVD88 symposia; US national geodetic survey involvement in NAVD88; geodetic field surveys; surveying equipment and instruments; Inertial Survey System (ISS); levelling systems; global positioning system; primary horizontal control; primary vertical control; satellite Doppler; supplementary control; geodetic systems development; contracting out; source list for control survey contractors; geodetic projects; internal research projects. *Program Record Number:* EMR SMR 410

Geographic Information Systems

Description: Information relating to the development and maintenance of national geographic information systems (GIS) and geographic information databases across Canada in order to improve GIS technology. This includes information to promote and coordinate the development and application of GIS within governments and to support the development of a Canadian GIS industry. *Topics:* Geographic information systems; status reports; associations and organizations; committees; Inter-Agency Committee on Geomatics (IACG); conferences; liaison – departmental, interdepartmental, provincial; international; foreign aid projects; operations; land information management; research and development. *Program Record Number:* EMR SMR 418

Geographical Services

Description: Information relating to the acquisition and generation of geographical information and knowledge on Canada comprising scientific and scholarly research and surveys on the geography of Canada and the cartographic design, compilation, preparation and completion of maps, publications, computerized information and display systems containing the results of geographical investigations. *Topics:* geographical services – associations and organizations, division status reports, conferences, committees, contracts, inquiries; unsolicited proposals; Pan American Institute of Geography and History (PAIGH); geographical services liaison – interdepartmental, international, provincial, universities and colleges; aeronautical charting; flight information; instrument flight rules products; Canada Flight Supplement; water aerodrome supplement; areas, regions and zones; visual flight rules (VFR) product; charts – visual navigation, VFR terminal area, world aeronautical, joint operation graphic air, low level pilotage; Canadian Aeronautical Charts System (CANACS); aeronautical charts planning and development; National Atlas Information Service (NAIS) – request for information; National Atlas of Canada; National Advisory Committee on the National Atlas of Canada (NACNAC); Canadian Geographical Names Data Base (CGNDB) – gazetteer of Canada series; geographical mapping; cartographic services; international map of the world; geographical research – contracts, contracts projects, economic, historical, human, physical; Canadian Permanent Committee on Geographical Names (CPCGN); CPCGN – meetings and conferences; CPCGN – secretariat meetings; CPCGN – mailing lists; CPCGN memberships – federal, provincial and territorial; CPCGN – advisory committees; CPCGN – geographical terminology; CPCGN – official languages in geographical naming; CPCGN – internal research, publications, articles; CPCGN – CANOMA; CPCGN – Gazetteer of Canada; CPCGN – external research, publications and provincial publications; CPCGN – historical information; CPCGN – field work; CPCGN – war casualty records; CPCGN – geographical names associations and organizations; CPCGN – external associations and agencies (non-toponymic); CPCGN – requests for information; CPCGN – policies, principles, decisions, procedures and precedents; CPCGN – GSD decisions; CPCGN – United Nations (UN); Canadian Geographical Names; Canadian Toponomy and individuals; special toponomy services- maps and mapping; toponomy – provincial, native and native provincial; UN – 1987 Conference Montreal, group of experts on geographical names; geographic names board – provincial and international; United States Board on Geographic Names (USBGN); geographical names automation. *Program Record Number:* EMR SMR 408

International Boundary Commission

Description: Information relating to maintenance and regulation of the land and water boundary between Canada and the United States. Aspects include positioning of boundary line points, settlement of disputes and jurisdictional questions, regulation of construction and removal of boundary obstructions. *Topics:* International Boundary Commission; reports; operations; associations and organizations; Canadian Council of Land Surveyors (CCLS); Canadian Institute of Surveying and Mapping (CISM); IBC – committees and conferences; IBC liaison – departmental, interdepartmental, provincial; USA and Canadian section of the IBC; boundary regulation; geographical coordinates of boundary monuments. *Program Record Number:* EMR SMR 425

Legal Surveys

Description: Information relating to management and regulation of all surveys carried out in Canada Lands, as stipulated in the Canada Lands Surveys Act. Canada Lands include all land in the Yukon and Northwest Territories that is not privately owned, Indian reserves, national parks and the lands offshore. *Topics:* Legal Surveys (LSD) – programs, operations; LSD meetings – staff, sections chiefs, divisional management; status reports; monitoring results of plans of surveys; matrices reports; analysis of completed survey reports; survey information requests; grants and contributions; LSD associations and organizations; Institute for Land Information (ILI); Canadian Council on Geomatics (CCOG); Automated Canada Lands Information System (ACLIS) – testing and evaluation, development and design, data capture and conversion, installation and implementation, vendor information, maintenance, training; LSD committees – modernization and standards; LSD conferences; LSD liaison – corporation, departmental, interdepartmental, provincial, international; memorandum of understanding (MOU) on cooperation in surveying, mapping and remote sensing; Board of Examiners for Canada Lands Surveyors; surveying contracts; personal and professional services contracts; contractor's eligible lists; indian reserves surveys by provinces and territories; townships; indian school lands; indian bands – Nova Scotia, Manitoba, British Columbia; British Columbia indian reserve survey legal matters; native land claims by provinces and territories; indian reserves and indian bands name changes; national and historic parks and sites;

national and historic parks and sites – by province; bird sanctuaries and wildlife areas; bird sanctuaries and wildlife areas – by province; Yukon Territory rights of way for pipelines; Northwest Territories rights of way for pipelines, roads and transmission lines; territorial resources base mapping – quads and group lots; territorial mining surveys; Yukon settlements site surveys; Northwest Territories settlements site surveys; interprovincial and territorial boundary commissions and surveys; coordinated survey areas; coordinated survey areas – by province; oil and gas East/West coast and Hudson Bay; oil and gas grid areas East/West coast and Hudson Bay; oil and gas territories; oil and gas grid areas Territories; survey information and procedures; survey information and procedures – by province; territorial waters survey information and procedures; North American Datum and Adjustment (NAD83); manual of instructions for the Survey of Canada Lands; federal government surveys; government surveys – Indian and Northern Affairs, Energy, Mines and Resources, Environment Canada, Justice Canada, National Defense, Transport Canada; electoral districts; offshore oil and gas surveys of Canada Lands administered by the Department of Energy, Mines and Resources; offshore oil and gas surveys of Canada Lands administered by the Department of Indian and Northern Affairs; Northwest Territories communities; Northwest Territories communities coordinated control areas; survey and mapping research and development; legal survey monument coordinate data base; surveys records depository; coordinated survey areas. ***Program Record Number:*** EMR SMR 405

Policy, Planning and Services

Description: Information relating to policy, planning and services involved in the management of the surveys and mapping activity whose mandate is to ensure geodetic, topographic and selected geographic information required for effective resource management, land use and demarcation, engineering works, urban development, transportation, defence and public safety. The program includes a national network of horizontal and vertical positional reference monuments; topographical and geographical information on the Canadian landmass; preparation, publication and distribution of maps, charts, publications, aerial photographs, gazetteers, and the National Atlas of Canada; boundary and property surveys on federal land and international boundaries. ***Topics:*** policy, planning and services; operations; association and organizations; Pan American Institute of Geography and History (PAIGH); committees; Branch Management Committee; National Advisory Council on Surveying and Mapping (NACSM); conferences; liaison with industry, interdepartmental and international; foreign aid projects; provincial liaison; liaison with colleges and universities; surveys and mapping projects; research and development; research agreements; unsolicited proposals. ***Program Record Number:*** EMR SMR 400

Products and Services

Description: Information relating to the publication of maps, aeronautical charts, air photographs and related publications, and the maintenance of an adequate supply of these materials for sale to governments, industry and the public through a national network of dealers in the private sector. ***Topics:*** Products and services; map publishing – associations and organizations, committees; map publishing – liaison, interdepartmental, international, provincial; aerial photographic services; National Air Photo Library (NAPL) – catalogues, commercial customers, academic customers, general public customers, government customers, work orders; reproduction – black and white, colour, nitrate flats, research and development, work orders; film vault; shipping and receiving; map distribution; air information publications – change of address, subscription listings, subscription renewals, subscriptions verifications; map distribution complaints and inventory; maps and charts; map marketing; aeronautical chart dealers; map marketing – consignment centres, depositories, inspection reports, regional distribution offices; topographical charts dealers; map reproduction negative control and contracts, photomechanical, prototype, printing, production control, quality control, research and development, shipping and receiving. ***Program Record Number:*** EMR SMR 420

Radarsat

Description: Information relating to Radarsat projects for the development of a radar satellite capable of supplying sea ice information; research and development in spaceborne radar technologies; administration and coordination of the Radarsat projects. ***Topics:*** Economic studies; concept design studies; mission (user) requirements; technology development; spaceborn synthetic aperture radar; scientific liaison. ***Program Record Number:*** EMR SMR 495

Satellite Data

Description: Information relating to the Satellite Data sub-activity ensuring the availability of data from satellites. Aspects include satellite operations and products, the acquisition of data, and research and development of new remote sensing techniques. ***Topics:*** European Space Agency (ESA) ERS-1 satellite program; National Aeronautics and Space Administration's (NASA) Landsat satellites; Landsat products; National Oceanic and Atmospheric Administration's (NOAA) Landsat-D satellites; Landsat-D receiving stations upgrade; receiving stations; NASA seasat and sursat program and projects; satellite pour l'observation de la terre (SPOT). ***Program Record Number:*** EMR SMR 500

Sensors Research and Development

Description: Information relating to development and evaluation of new and novel remote sensors for use from airborne and satellite platforms. ***Topics:*** Airborne sensors; airborne laser sensors; microwave radiometer and scatterometer; visible and infra-red sensors. ***Program Record Number:*** EMR SMR 505

Topographical Mapping

Description: Information relating to mapping of the Canadian landmass in detail, showing relief elevation, lakes, rivers, roads, buildings, airports and canals, including names of features and places. ***Topics:*** topographical mapping – associations and organizations, committees, conferences and reports; Pan American

Institute of Geography and History (PAIGH); unsolicited proposals; topographical mapping liaison – interdepartmental, international, provincial, universities and colleges; Canadian Council on Geomatics (CCOG); Interdepartmental Committee on Air Surveys (ICAS) – contracts; contract mapping – Topographical Survey, Legal Surveys, Geological Survey of Canada, Correctional Service of Canada, Environment Canada, Fisheries and Oceans, Indian and Northern Affairs, National Capital Commission, Public Works, Federal Lands and industry; flood risk contract mapping by province; digital topographical mapping; Cartographic Data Processing System (CARDAPS); geographic information systems; national digital topographical data base; topographical mapping evaluation; new topographic mapping; nomenclature and toponomy; topographical mapping quality control; remote sensing; topographical mapping research and development; revision mapping; map derivation; Topographical Mapping division production operations; topographical mapping standards and specifications; national digital topographic mapping standards; survey control; aerial survey data base. *Program Record Number:* EMR SMR 430

■ Mineral and Energy Technology Sector

Authorization and Testing of Explosives

Description: Information relating to the coordination of testing and authorization by the Canadian Explosives Research Laboratory of explosives which are imported, sold or used in Canada. *Topics:* Explosives Act and Regulations; fireworks; incidents; accidents. *Program Record Number:* EMR MET 515

Canada Centre for Mineral and Energy Technology

Description: Information relating to the coordination, promotion and administration of research and development activities in the explosives, energy and minerals field. *Topics:* Canada Centre for Mineral and Energy Technology; associations and organizations; Canadian Institute of Mining and Metallurgy; committees; Departmental Coordinating Committee on Ocean Mining; National Advisory Committee on Mining and Metallurgical Research; Ministers National Advisory Council on CANMET; conferences; energy issues; oil and gas; energy conservation; coal; renewable energy; uranium and nuclear energy; impact and control of environmental pollutants; industrial and economic analysis; inventions, patents and copyrights – non public servants and licensing; research consortium agreements; Panel on Energy Research and Development; program management; contract administration; contract statistical reports; project selection; project monitoring process; liaison with universities and colleges, industry, explosives related industries, other federal departments, with the Canadian International Development Agency, other countries, United States and the provinces; Mineral Development Agreements; Mineral Development Agreements – Phase II; federal research and development programs; energy conversion cost-shared program; Research Agreements Program; Industrial Research Assistance Program; evaluation of technology proposals; technology transfer and marketing; business development. *Program Record Number:* EMR MET 450

Canada Explosives Act Administration

Description: Information relating to administration of the Canada Explosives Act by testing and confirming the new explosives submitted for authorization, providing technical advice and investigating accidents. *Topics:* Liaison; testing and research; international liaison; certification and technical advice; research and development of new technical standards. *Program Record Number:* EMR MET 455

Energy Research and Development

Description: Information relating to the development of federal research and development policies to ensure that Canada has the necessary research resources to support nation energy strategies. *Topics:* Office of Energy Research and Development (OERD); OERD planning; OERD information coordination; OERD library services; associations and organizations; International Energy Agency (IEA); IEA Committee on Energy Research and Development (CERD); CERD working party on end use technologies; CERD working party fossil fuels; CERD working party on renewable energy; committees; conferences; provincial liaison; Alberta -Canada Energy Resources Research Fund (ACERRF); federal-provincial demonstration agreements; liaison with industry; universities and colleges liaison; international liaison; liaison with USA;Interdepartmental Panel on Energy Research and Development (PERD); PERD meetings; PERD tasks and programs; proposals and funding for PERD tasks and programs; departmental proposals and funding for PERD tasks and programs; interdepartmental proposals and funding for PERD tasks and programs. *Program Record Number:* EMR MET 545

Energy Research and Development Tasks and Programs

Description: Information relating to the development and implementation of plans for research and development activity in response to energy research policy and strategy, and to the coordination and administration of the interdepartmental research and development program. It includes the management and allocation of resources for projects that will help achieve and sustain domestic energy self sufficiency. *Topics:* Energy efficiency – Task 1; industrial energy research and development (IERD) – program 1.1; IERD advisory board meetings; energy efficiency – industry program 1.2; Development and Demonstration of Resources and Energy Conservation Technology (DRECT); national incinerator testing and evaluation program (NITEP); industrial process electro-technology; agriculture and food – subprogram 1.3.1; energy efficiency – buildings – program 1.4; energy efficiency – transportation – program 1.5; energy efficiency – energy systems – program 1.7; coal – task 2; international coal liquefaction; coal technologies – program 2.1; coal environment – program 2.2; fusion – task 3; renewable energy and generic environment – task 4; hydraulics – program 4.1; active solar – program 4.2; bioenergy – program 4.5; wind – program 4.6; geothermal – program 4.7; alternative transportation fuels – task 5;

hydrocarbons enhancement – program 5.1; fuel use – program 5.5; hydrogen and energy storage – program 5.6; alternative transportation fuels – environment – program 5.7; oil, gas and electricity – task 6; geoscientific research and development – program 6.1; marine engineering – program 6.2; offshore geotechnics – program 6.3; materials – program 6.5; transportation of oil and gas – program 6.6; environment – program 6.7; electrical research and development – program 6.8; Canadian Electrical Association (CEA) research and development – subprogramme 6.8.1. ***Program Record Number:*** EMR MET 550

Energy Technology

Description: Information relating to energy research and development to ensure the availability to Canada of adequate technology for the extraction, processing, use and conservation of energy resources, such as oil, gas, coal and uranium. ***Topics:*** Coal: carbonization; coal-liquid mixtures; combustion technologies for pollution abatement; conventional combustion; co-processing; co-processing pilot plant; fine coal beneficiation; fluidized-bed combustion; gasification; liquefaction processes; materials for utilization and conversion; mine atmospheres; mining; novel liquefaction and pyrolysis; preparation techniques; international and provincial liaison; reserve assessment; safety certification of equipment; strata mechanics; conservation: industrial processes; industrial mineral processes; plasma technology; road vehicle fuel economy; residential heating systems; nuclear: geomechanics in nuclear waste disposal; uranium extraction; alternate and conventional uranium extraction; uranium mine evaluation; uranium reserve assessment; petroleum supply: treatment of bitumen/oil emulsions and effluent waters; catalytic refining to transportation fuels; characterization of synthetic crude and distillates; disposable catalysts; extraction of bitumen from oil sands; hydrocracking; in-situ recovery of bitumen and heavy oil; materials for hydrocarbon processing; tar sands; materials for offshore structures; materials for oil and gas pipelines; conversion of natural gas to liquid fuels; separation processes for synthetic fuels; thermal oil shale/catalytic residium conversion; renewable energy technology: biomass; materials for advanced energy conversion; photo-electrochemical cells; liaison; wood-fired residential heating. ***Program Record Number:*** EMR MET 460

Explosives

Description: Information relating to administration of the Canada Explosives Act, in the interest of public and worker safety throughout Canada through the manufacture, storage, sale, transportation and use of explosives and the coordination of testing of explosives by the Canada Centre for Mineral and Energy Technology. ***Topics:*** Committees; interdepartmental, provincial and international liaison; model rocketry; explosives types and classification. ***Program Record Number:*** EMR MET 510

Licences

Description: Information relating to policy development, enquiries regarding licences and preparation of forms for explosive licenses. ***Topics:*** Factories; fireworks magazines; magazines; temporary magazines. ***Program Record Number:*** EMR MET 530

Manufacturing and Production

Description: Information relating to the manufacture and production of all types of explosives. Aspects include safety certificates; information on companies producing or manufacturing explosives. ***Topics:*** Manufacturing; production; safety certificates; factory sites. ***Program Record Number:*** EMR MET 520

Minerals Technology

Description: Information relating to mineral resource policies and the support and monitoring of research and development in the minerals field in order to ensure the availability to Canada of adequate technology for the extraction, processing, use and conservation of mineral resources. ***Topics:*** Mineral technology; cost recovery; conservation and resource assessment; environmental technology for mining and processing; pollution control in industrial processes; uranium tailings technology; research and development in health and safety in the mine environment; noise and vibration in mines; materials development technology: advanced materials and instrumentation; failure control of materials; non-metallic minerals; aggregate technology; properties of engineering alloys; metals processing; transportation materials; heat-treated rail; marine materials; naval materials; metal casting; degradable sand and core binders; improved iron melting practice; low pressure mould casting, mobile foundry laboratory; ultra-clean steels; metal working; welding; mineral processing; by-product recovery of valuable metals; silver recovery in the zinc industry; metal extraction from concentrates or residues; hydrometallurgical lead process; microbiological leaching; mineral beneficiation; iron ore processing; mineral processing plant simulation; mining methods and equipment; rock mechanics; standards and specifications in analytical methods; chemical standards; materials testing; certification of non-destructive personnel; technology transfer. ***Program Record Number:*** EMR MET 465

Permissions

Description: Information relating to policy development, enquiries and preparation of forms for explosives permissions. Also includes two-components permissions. ***Topics:*** Ammonium nitrate, fuel oil permissions; re-loading ammunition permissions. ***Program Record Number:*** EMR MET 535

Permits

Description: Information relating to policy development, enquiries and preparation of forms for explosives permits. ***Topics:*** Annual importation permits; general importation permits; transportation permits. ***Program Record Number:*** EMR MET 540

Safety Standards

Description: Information relating to policy development and management of safety standards for explosives. ***Topics:*** Equipment; magazines; packaging, labelling and marking; transportation. ***Program Record Number:*** EMR MET 525

■ Mineral Policy Sector

Canadian Exploration and Development Incentive Program (CEDIP)

Description: Information relating to the Canadian Exploration and Development Incentive Program (CEDIP) established to encourage oil and gas exploration and development activities on Canada lands and offshore areas including the development of policy and regulations and the determination of individuals' and qualified corporations' eligibility for reimbursement of approved expenditures in this area. *Topics:* Automated Incentive Management System (AIMS); acts and regulations; status reports; committees; conferences; liaison activities; communications; operations; quality control; financial payments and controls; monitoring; forecasting of expenditures; evaluation; application assessment; annual expense limit control; technical services; audits; interpretation and rulings of act and legislation; training and development; consultations and inquiries. ***Program Record Number:*** EMR MPS 596

Canadian Exploration Incentive Program (CEIP)

Description: Information relating to the Canadian Exploration Incentive Program (CEIP) established to encourage mining, oil and gas exploration and development activities on Canada lands and offshore areas including the development of policy and regulations and the determination of individuals' and qualified corporations' eligibility for reimbursement of approved expenditures in this area. *Topics:* Automated Incentive Management System (AIMS); Automated Exploration Incentive System (AXIS); acts and regulations; status reports; committees; conferences; liaison activities; communications; operations; quality control; financial payments and controls; monitoring; forecasting of expenditures; evaluation; annual expense limit control; technical services; interpretations on rulings for CEIP act and regulations; audits; training and development; policy; consultations and inquiries. ***Program Record Number:*** EMR MPS 595

Ferrous Commodities

Description: Information relating to ferrous commodities in order to assess and analyze Canadian and world supply, demand, development and production. Aspects include development of ferrous commodity strategies, private sector liaison, domestic and international commodity-specific committees and commodity-oriented projects and studies. *Topics:* ferrous commodities; information requests; domestic and foreign supply, process technology, agglomeration, direct reduction, transportation, shipping, capital investment intentions, press clippings, committees, associations and organizations, economics and marketing, international liaison, mining methods equipment and technology, occupational health and safety, special projects , agreements; chromium; columbium; iron ore; iron and steel; manganese; molybdenum; rare earths; silicon; tantalum; titanium; tungsten; vanadium; zirconium; coal. ***Program Record Number:*** EMR MPS 581

Human Affairs in the Mining Industry

Description: Information relating to the analysis and development of strategies and programs in order to ensure the availability of human resources and enhance the quality of work life in mining communities. *Topics:* mineral policy planning – human affairs; Centre for Resource Studies / Queen's University; Mining Association of Canada; policy planning liaison; trade unions liaison; health and safety in metals and minerals; National Mines Accident Data Base (NMADB); international mine accident data bases; Workmen's Compensation Board; Asbestos region socio-economic review; minerals and metals Job Creation Program; New Employment Expansion and Development Program (NEED); Ontario Mining Sector Work Program; Mining / Human Resource Investment Program; minerals and metals labour markets and issues; mining communities; mining community remote area development; mining communities – single industry towns; mineral transportation – corporation information, associations and organizations, acts, legislation and regulations, conferences; interdepartmental relations on mineral transportation issues; regional / provincial mineral transportation issues; marine, rail, road and highway transportation; international mineral transportation. ***Program Record Number:*** EMR MPS 565

International Mineral Relations

Description: Information relating to bilateral and multilateral mineral relations, discussions and negotiations. *Topics:* International mineral relations; international mineral policy; domestic mineral conferences, meetings and seminars; domestic associations and organizations; world mineral notes; international mineral relations interdepartmental liaison; Canadian International Development Agency; External Affairs; international organizations; North Atlantic Treaty Organization (NATO); Organization for Economic Cooperation and Development (OECD); United Nations; United Nations – Conference on Trade and Development (UNCTAD); UNCTAD – Committee on Tungsten; United Nations Convention on the Law of the Sea (UNCLOS); UNCLOS Preparatory Commission for the International Seabed Authority; United Nations Convention of the Law of the Sea legislation; mineral trade analysis; General Agreement on Tariffs and Trade (GATT); GATT Tokyo Round; GATT multilateral trade negotiations Uruguay round; foreign country mineral profiles – by country; Japan mineral and metal commodities; Canada / Japan relations and visits on minerals; Canada / Japan committees, meetings and working groups on minerals; Canada / Australia mineral relations; Canada / China missions and visits on minerals and working groups; US/Canada free trade; European Economic Community; Canada / European Economic Community Metals and Minerals Working Group. ***Program Record Number:*** EMR MPS 575

Mineral and Metal Commodities

Description: Information relating to the assessment and analysis of domestic and foreign mineral and metal commodities for the development and promotion of policies and programs. Aspects include annual and monthly mining and mineral surveys. ***Topics:*** Mineral and metal commodities; press clippings; Survey for Land Uses Mineral Based Activities; energy commodities; uranium and nuclear energy; industrial commodities; industrial commodities – information requests, committees, associations and organisations, conferences; industrial commodities – Baie Verte Mining Corporation; domestic industrial commodities; industrial commodities; Canadian Institutes of Mining and Metallurgy (CIM); industrial commodities listed by commodity including corporate information, press clippings, environmental issues, and related associations and organisations. ***Program Record Number:*** EMR MPS 580

Mineral Economic Analysis

Description: Information relating to the assessment of economic and fiscal factors affecting the competitiveness of Canadian minerals and metals industry. ***Topics:*** Mineral economic analysis; Economic and Financial Policy Analysis Branch operations (EFPAB); EFPAB economic analysis contracts; conferences; preparation of draft Memorandum to Cabinet; draft Mining Renewal Incentive Program; Mineral Policy Review; the Canadian Mineral and Metals Sector – a framework for discussion and consultation; response to structural change in Canada's Mineral Industry; discussion papers on mineral policy issues in Canada; economic and tax briefings; Federal government intentions / policies; federal government house standing committees; environmental issues; corporation case files; mineral exploration studies; Canadian Exploration Incentive Program; implementation of CEIP; CEIP committees; Canadian Exploration and Development Incentive Program (CEDIP); federal government committees task forces and working groups; domestic associations and organizations; Mining Association of Canada; Prospectors and Developers Association; Coal Association of Canada; cost / tax mine models; mining project analysis of Cyprus Anvil; corporation mergers, acquisitions and strategic alliances; liaison – departmental, interdepartmental and provincial; foreign associations and organizations; international relations; Australia relations; foreign ownership and control; ownership structure and control of the Canadian Non-Fuel Mineral and Coal Sector Report; Foreign Investment Review Agency; Queen's Centre for Resource Studies; Economic and Policy Analysis (EPAD); EPAD – data base renewals and notes, data base negotiations; federal / provincial survey of mines and concentrations; concentrator database management; mines database management; EPAD – mining community issues; competitive cost studies by commodity; competitive cost studies by stage; competitive position industry studies; Canadian Minerals Availability System (C-MAS) project evaluation; non-ferrous smelter study; US Bureau of Mines; mining equipment; mineral economic forecasts and commentaries; cost benefit analysis; Research Agreements Program; unsolicited proposals; free trade studies; World Trade Mineral System; corporate and financial analysis; financial markets and investment community; company prospectuses; flow-through shares – monitoring program; financial analysis of flow through shares; associations and organizations on flow through shares; flow through shares / limited partnerships; inflation accounting studies; mineral exploration statistics; tax policy analysis; mining taxation media commentaries; federal income tax rules and provisions; oil and gas federal income tax rules and provisions; federal tax reform; federal budgets; provincial income and mining taxation; provincial tax reforms and budget changes; foreign tax rules; US tax rules; Australia tax rules; commodity taxation; Goods and Services Tax; mining industry acts and regulations; mineral trade taxation issues; special studies and projects on mining taxation issues; Intergovernmental Working Group on the Mineral Industry Tax Sub-Committee (IGWG); IGWG Tax Sub-Committee – by year; Revenue Canada issues; tax models; tax policy analysis of federal mineral tax cases; informatics. ***Program Record Number:*** EMR MPS 560

Mineral Policy

Description: Information relating to mineral development activities for the establishment, promotion and assessment of impacts of mineral policies and strategies and the provision of advice to senior officials on the implications of international mineral development. ***Topics:*** mineral policy; mining regulations and legislation; ministerial liaison; status reports; associations and organizations; Western Economics Association (WEA); Canadian Institute on Mining and Metallurgy (CIM); CIM – Ottawa Branch, Ottawa Branch annual general meeting, Ottawa Branch executive meeting; Ottawa Branch executive committee, Ottawa Branch annual business meeting; committees; Interdepartmental Advisory Committee on National Mineral Policy; Intergovernmental Working Group on the Mineral Industry; Mineral Policy Sector – Executive Committee and Management Committee; National Advisory committee on the Mining Industry; conferences; Canadian Mineral Outlook Conference – by year; Miners Minister's Conference; Western Economic Opportunities Conference; environmental issues; Mineral Policy liaison – corporate, interdepartmental, provincial; Mineral and Earth Sciences Program; Integrated Office System; National Audit; CEIP National Audit; CEIP National Audit – Vancouver; CEDIP National Audit; PIP National Audit. ***Program Record Number:*** EMR MPS 555

Mineral Resources and Supply Analysis

Description: Information relating to the analysis of mineral resource supply to ensure adequate supplies of minerals and metals for Canada. ***Topics:*** mineral supply analysis; operations; Canadian resources and supply; Non-Renewable Resources Evaluation Program (NREP); Canadian mineral exploration; mineral exploration information requests; technical information on mineral discoveries; mineral exploration expenditures; mineral exploration activity surveys; mineral exploration activity surveys – by province; Canadian resource supply research and development; mine monitoring liaison; information on mines and concentrators fro publication in mineral reviews (1958-77); international mineral supply; strategic minerals; USA strategic minerals; Canadian import dependence of strategic minerals; emergency planning for mineral supply; preparedness exercises for strategic minerals;

International Strategic Minerals Inventory (ISMI); Advanced Industrial Materials (AIM); new / advanced material processing; ocean mining; ocean mining – press clippings, publications and reports, information requests, Citation Retrieval System (OMCRS), training courses, seminars and presentations, associations and organizations, committees, task forces and working groups; Departmental Coordinating Committee on Ocean Mining (DCOM); departmental and interdepartmental relations on ocean mining; ocean mining issues with Fisheries and Oceans, Environment Canada, Transport Canada, Indian and Northern Affairs; Canadian university ocean mining projects, programs and workshops; domestic ocean mining; federal ocean mining acts and regulations; regulatory regime for offshore non-fuel minerals; ocean mining – by province; Mineral Rights Registry – Hudson Bay, offshore NFLD, offshore PEI, offshore NS, offshore Qué, offshore BC; Canadian services and technology relating to ocean mining; ocean mining corporation information cases; foreign research in Canadian offshore; international ocean mining; international ocean mining consortia information; US and USSR ocean mining; ocean mining international science programs; ocean mining boundaries and resource jurisdiction; Canada / US boundaries and resource jurisdiction; National Marine Parks; ocean mining environmental and fisheries issues; ocean mining resource assessment; Law of the Sea (LOS); United Nations conference on Law of the Sea; United Nations convention on Law of the Sea. ***Program Record Number:*** EMR MPS 590

Minerals and Metals Information Services

Description: Information relating to the production, distribution, management and operation of minerals and metals information services. ***Topics:*** Mineral and metal information services; corporation information; information requests; mineral statistics; federal / provincial collection and joint sharing of mineral statistics; mineral statistics questionnaires; Mineral Industry and Commodity Information System (MICIS); mineral statistics information exchange with associations; mineral statistics information commodity profiles; Federal / Provincial Committee on Mineral Statistics – annual meeting, task forces and working groups; Federal / Provincial Consultative Council on Statistical Policy; mineral and metal surveys; minerals and metals publications; National Mineral Inventory (NMI); NMI card system. ***Program Record Number:*** EMR MPS 570

Non-ferrous Commodities

Description: Information relating to the overall analysis and assessment of non-ferrous commodities supply, demand, development and production. ***Topics:*** non-ferrous commodities; information requests; domestic and foreign supply, process technology, agglomeration, direct reduction, transportation, shipping, capital investment intentions, press clippings, committees, associations and organizations, economics and marketing, international liaison, mining methods equipment and technology, occupational health and safety, special projects, agreements; aluminum; antimony; arsenic; beryllium; bismuth; calcium; cesium; cobalt; copper; lead; magnesium; mercury; nickel; platinum; precious metals; indium; gold; silver; rhenium; selenium and tellurium; tin; zinc. ***Program Record Number:*** EMR MPS 582

Regional Mineral Development

Description: Information relating to the regional mineral development strategies and policies in order to contribute to the mineral economic development of Canadian regions. ***Topics:*** regional mineral development; liaison – with Federal Economic Development Coordinators; provincial liaison; federal regional programs; Umbrella Development Agreements (UDA); Que Economic and Regional Development Agreement (ERDA); Canada / Que Memorandum of Understanding on Native Economic Development; Eastern Quebec economic development plan; Canada / Que Subsidiary Agreement on the Economic Development of the Regions of Quebec; Financial and Renewed Financial Assistance Programs for prospecting in the lower St. Lawrence and Gaspé regions; NWT Economic Development Agreement (EDA); Yukon Economic Development Agreement (EDA); Saskatchewan Economic and Regional Development Agreement; Cooperative Mineral Development Programs; Mineral Development Agreements (MDA); Mineral Development Agreements (MDA) – by province; NFLD MDA Management Committee; NS Mineral Investment Stimulation Program (MESP); NB Sulphurization Roast Leach Pilot Plant Agreement; NB Mineral Investment Stimulation Program (MISP); QUE Mineral Development Infrastructure Program; QUE MDA Technical and Economic Studies Program; QUE Technical Assistance to Industry and to Mineral Research Organization Program; Manitoba MDA Development Studies / Contracts; BC MDA Management Committee; BC MDA Program 1 – Promotion of BC Mineral Potential; BC MDA Program 2 – Financial Assistance for Mine Development; BC MDA Program 3 – Management Public Information and Evaluation Program; northern development; northern land use planning; northern development – native land claims; infrastructure; transportation infrastructure; land use infrastructure; regional mineral land use and ecological issues; Provincial ecological issues; environmental acts and regulations; Provincial environmental acts and regulations; CANMET environmental technical research; regional analysis; regional analysis – by province; regional analysis – corporation information by province; Mineral Development Agreements – Round 2; Mineral Development Agreements – Round 2 – by province. ***Program Record Number:*** EMR MPS 585

Personal Information Banks

Access Requests Data Bank

Description: Information relating to formal access requests such as notices and copies of documents pertaining to the processing of requests for access made pursuant to the Access to Information Act and the Privacy Act, including complaints and investigations involving individuals, third parties, Access to Information and Privacy Commissioners, and the Court. ***Class of Individuals:*** Canadian citizens or permanent residents of

Canada. *Purpose:* Information is used for processing access requests and to report on the number of access requests received annually. *Consistent Uses:* Transmittal of information to investigative bodies when required under the Access to Information Act and the Privacy Act. *Retention and Disposal Standards:* Access requests retained for two years after case is resolved. *TBS Registration:* 000403 *Bank Number:* EMR PPU 030

Board of Examiners for Canada Lands Surveyors

Description: Information relating to formal applications to write Canada Lands Surveyor exams including applicants' names, addresses, date of birth, country of birth, academic qualifications and work experience, copies of diplomas and certificates, statements of marks, names of special examiners and individuals' exam papers. *Class of Individuals:* Individuals applying to qualify as Canada Lands Surveyors. *Purpose:* Information is used by the Board of Examiners for Canada Lands Surveyors in the examination process to qualify candidates as Canada Lands Surveyors. *Consistent Uses:* Marks forwarded to provincial governments at request of candidates. *Retention and Disposal Standards:* Examination papers retained for two years after correction. Files retained two years after individual reaches age eighty. *TBS Registration:* 000399 *Bank Number:* EMR PPU 010

Canadian Exploration Incentive Program (CEIP)

Description: This bank contains information relating to the Canadian Exploration Incentive Program (CEIP) and the Canadian Exploration and Development Incentive Program (CEDIP). The CEIP incentive is available to any corporation that incurs an eligible exploration expense for mineral or oil and gas exploration in Canada using funds raised through the issue of flow-through shares. The CEDIP incentive is available to any individual, corporation or trust that incurs an eligible expense for oil and gas exploration in Canada. Applicants are required to complete forms on which they must provide their identification, the amount of incentive claimed and the eligible expenses of each well, program, or project claimed. Applicants must also provide a certification confirming the completeness and accuracy of the information submitted. Applicants will be required to submit technical data and detailed expense summaries for each well, program or project claimed when this information has not been submitted previously. If an applicant shares the $10 million annual expense limit with another person or persons, a form specifying the amount allocated to each person must be completed. *Class of Individuals:* Under CEIP, individuals who are partners in a partnership that has acquired flow-through shares and individuals who are associated with applicant corporations. Under CEDIP, individuals who apply for incentives for oil and gas exploration and development in Canada. *Purpose:* The objective of collecting this information is to determine the eligibility of claimants and expenses for the purpose of making incentive payments. *Consistent Uses:* This information will also be used to determine cost norms for expenses; to track and control outstanding and completed applications; to facilitate recovery of incentives paid in error; to audit claimants' expenses and eligibility; and to establish internal effectiveness of the incentive payment process. *Retention and Disposal Standards:* Information is retained for 10 years after program termination. Information is then transferred to Federal Archives Division, National Archives of Canada, for archival purposes. The CEIP Program was terminated on February 20, 1990. *TBS Registration:* 001868 *Bank Number:* EMR PPU 055

Canadian Home Insulation Program (CHIP) Grants

Description: Cases relating to individual applications, invoices, inspection reports and pertinent correspondence pertaining to grants provided to householders for insulation materials and labour costs. *Class of Individuals:* Grant applicants. *Purpose:* The purpose of this bank is to control the administration of taxable insulation grants provided to eligible applicants under the Canadian Home Insulation Program (CHIP). It permits the issue of income statement forms in the name of the applicant, provides information requested by provincial governments considering further assistance to applicants, and also assists in evaluation studies associated with the program. *Consistent Uses:* Information is shared with Canada Mortgage and Housing Corporation, which answers specific enquiries regarding program applications through regional offices located across Canada. *Retention and Disposal Standards:* After program termination in March 1986, individual grant information existing in all media will be copied onto approximately 70-100 tapes which will then be retained another six years in a federal records centre. *TBS Registration:* 000401 *Bank Number:* EMR PPU 020

Certification in Non-Destructive Testing

Description: Information relating to the certification, on a national basis, of non-destructive testing personnel in accordance with CGSB standards. Aspects include examination in industrial radiography, ultrasonics, magnetic particle, liquid penetrant, and eddy current methods. Includes names, addresses, medical certification on eyesight, original application forms, examination copies and results, date(s) of certification and methods, and data on annual certification renewal of individuals who undergo examination. *Class of Individuals:* Individuals desiring certification in non-destructive testing. *Purpose:* Information is used to certify individuals in non-destructive testing and answer queries from outside organizations on an individual's certification status. The information is also used to prepare a list of certified personnel in good standing which is published annually and made available to the public. *Consistent Uses:* Information regarding an individual's marks may be provided to an employer when the employer provides the testing fee. *Retention and Disposal Standards:* Files are retained ten years after expiry of certification. *TBS Registration:* 000400 *Bank Number:* EMR PPU 015

Emergency Fuel Rationing Program

Description: This bank contains information relating to the implementation of an emergency fuel rationing program in Canada required in the event of a severe oil shortage and pursuant to the Energy Supplies Emergency Act (1979). Ration coupons would be issued to eligible applicants who would be required to provide various discrete personal data elements such as name, address, vehicle plate number and driver's license number. Business applicants would be required to provide information on the nature of their business and fuel consumption over specific periods in order to enable calculation of their ration share. Individuals would be hired under contract to collect this information and issue the ration coupons. *Class of Individuals:* Individuals who purchase gasoline and diesel fuel at retail outlets during rationing and individuals hired under contract to issue coupons. *Purpose:* The data would be collected in order to administer the various aspects of the fuel rationing program and only in the event that such rationing is necessary. *Consistent Uses:* Information would be used to substantiate applicants' eligibility to obtain fuel coupons. Selected samples of vehicle registration data will be checked for accuracy with the Motor Vehicle Registrars in each province. Information relating to individuals hired under contract will be used for processing payments. *Retention and Disposal Standards:* The Emergency Fuel Rationing personal information bank will be retained for two years after the discontinuance of the rationing program, then transferred to federal Archives Division, National Archives of Canada, for archival purposes. *TBS Registration:* 002833 *Bank Number:* EMR PPU 050

Energy Conversion Grants Program

Description: Information relating to individuals applying for Canada Oil Substitution Program (COSP) grants through Canadian Renewable Energy Office (CREO) and utility companies including applications, correspondence, invoices and financial information. *Class of Individuals:* Homeowners. *Purpose:* The information is used to control, justify and process payment of the grant. Information is also used to capture statistical information by geographic location, type of conversion, volume of conversions in each province, and type of fuel. This aggregate data and some personal information is used for planning and program evaluation purposes over the lifetime of the program. *Consistent Uses:* Information is shared with provincial utility companies who deliver some aspects of the program. This information may be used to qualify applicants for further grants by provincial governments or agencies. *Retention and Disposal Standards:* Individual applications will be retained eight years after program termination (until March 31, 1993). *TBS Registration:* 000402 *Bank Number:* EMR PPU 025

Explosives Licenses and Permits

Description: Information relating to the issue and control of licenses and permits granted for storage, transportation by road, importation, manufacture and sale of explosives. *Class of Individuals:* All individuals with a need to store, transport, or handle explosives. *Purpose:* To fulfil the responsibility of the Explosives Branch as the federal licensing and inspection agency for explosives in Canada. *Consistent Uses:* Transmittal of information to investigative bodies when an infraction or incident concerning explosives occurs. *Retention and Disposal Standards:* Licenses and permits are retained for seven years after expiry date. *TBS Registration:* 000398 *Bank Number:* EMR PPU 005

Natural Gas Vehicle Program

Description: Contains information and applications from individual private use vehicle owners and fleet operators for a contribution of up to $500 for each vehicle converted to a natural gas fuel system or for a new factory-equipped vehicle purchased by the applicant, including copies of vehicle ownerships, invoices, purchase orders and work orders substantiating the application for each vehicle. *Class of Individuals:* Private use vehicle owners and corporations and businesses operating vehicles eligible under the program. *Purpose:* The information is used to substantiate applications, the cost of conversions, to determine the amount to be paid to applicants and for statistical and audit purposes relative to the program. *Consistent Uses:* Natural gas utilities in the provinces, accept and process applications on behalf of the department under a Memorandum of Agreement. *Retention and Disposal Standards:* The natural gas utilities maintain one copy of each application and any supporting documentation submitted by the applicant during the term of the program and for a period of up to two years following termination of the program. All such records are subject to review or audit by representatives of Canada. *TBS Registration:* 002776 *Bank Number:* EMR PPU 060

Offshore Operations – Divers

Description: Cases relating to an individual diver's diving history. The information consists of the names, addresses, birthdates, birthplaces, physical condition and training of divers. *Class of Individuals:* Individuals – divers. *Purpose:* Main use is to provide rapid access to a diver's history to expedite certification and provide data required for annual certification. Diving program approval is contingent upon knowledge of an individual diver's qualifications and work history in order to prevent accidents caused by lack of experience in unusual circumstances. *Consistent Uses:* Information is also used to develop statistical profiles of the diving population, and to otherwise identify areas of diving regulations requiring updating and improvement for increased diver safety. *Retention and Disposal Standards:* Information is retained until the diver reaches 65 years of age, and for two years thereafter, after which the data will be transferred to the National Archives of Canada for archival purposes. *TBS Registration:* 000406 *Bank Number:* EMR PPU 045

Service Contracts

Description: Information relating to the provision of services by individuals and firms in the private sector to assist in departmental activities and programs. *Class of Individuals:* Contractors. *Purpose:* To provide information relative to contracts awarded by the Department. Contracts awarded by the Department of Supply and Services on behalf of EMR are not included. *Consistent Uses:* To compile statistical information with respect to numbers of contracts awarded by the Department. *Retention and Disposal Standards:* Files are destroyed six years after completion and non-renewal of contract. *TBS Registration:* 000404 *Bank Number:* EMR PPU 035

Unsolicited Proposals Program

Description: Information relating to the executive level coordination of unsolicited proposals for research and development contracts received from Supply and Services Canada that relate to departmental missions, programs and operations. Copies of the proposals are forwarded to the branch having the relevant expertise to assess the project. *Class of Individuals:* Individuals, companies, and universities engaged in scientific research. *Purpose:* The information is used to assess the projects and the unique capability of the performer. *Consistent Uses:* To compile general statistics of interest to the Department with respect to the program as a whole. *Retention and Disposal Standards:* Proposals are retained for two years after acceptance or rejection. *TBS Registration:* 000405
Bank Number: EMR PPU 040

Classes of Personal Information

Personal information concerning departmental employees and individuals employed under contract is held for personnel and other administrative functions as described under Employee Personal Information Banks. Some departmental programs and activities result in the accumulation of personal information which is not contained in the personal information banks (PIBs) described in this index. This personal information is stored within subject files where records are not normally retrieved by the name of the individual or other personal identifier. This form of personal information consists of: requests for publications, reports, etc.; enquiries for information of a general nature, enquiries concerning energy, minerals and earth sciences technology. It is normally retrievable only if specifics are provided concerning the subject matter. Retention of this form of personal information is controlled by the records schedules of the subject files in which the information is stored.

Human Resources Planning and Management

Personal information about employees is also maintained in other departmental files and data bases held by various organizations involved in the human resource planning and management functions. Such systems are used to provide aggregated reports for the purpose of human resource planning and management and to assist in analysis of trends or developments. Although some of the information may be retrieved by a personal identifier, the data bases are not used to provide information about individual employees nor to make any administrative decisions affecting individual employees.

Mailing Lists

This class includes correspondence and request cards from individuals regarding departmental mailing lists for publications, maps and charts, reports, catalogues, and indexes. The information is used for amending addresses and to add or delete individual names on mailing lists which are retained permanently. The correspondence and request cards are retained until the mailing list has been amended.

Research Agreements Program

This class contains applications for grants submitted to the Department from candidates affiliated with Canadian research institutions. Applications contain information on the description and budget for the proposed project and the applicant's curriculum vitae. The information is used to select and award grants in the natural, physical and social sciences and engineering which can contribute to the department's purpose. The information is also used to compile general statistics of interest to the department with respect to the program as a whole, and not in relation to individual applicants. Accepted applications are destroyed after a period of six fiscal years and those not accepted are destroyed after two fiscal years.

Technical Enquiries

Canada Centre for Mineral and Energy Technology (CANMET). This class includes technical enquiries, comments and opinions of individuals corresponding with the Department regarding issues related to energy (coal and alternative energy sources), mining and mineral technology. The information is used for reference purposes regarding any subsequent enquiry by an individual. Correspondence is retained for a minimum of two years.

Explosives Safety and Accident Statistics

Explosives Branch. The purpose of this class is to provide a record of statistics on safety measures in the explosives industry as well as on all accidents related to explosives. The files contain information on the nature of the accident as well as the victim's name, age and address, if applicable. Records are retained for 25 years after the date of the incident and are then transferred to the National Archives of Canada for selective retention.

Manuals

Canada Oil and Gas Lands Administration
- Accounting Procedures Manual for Oil and Gas Permits
- Procedures Manual for Offshore Mineral Rights
- Procedures Manual for Order-in-Council

Petroleum Incentives Administration
- Case Assessment Criteria Manual – Petroleum Incentives Program
- Petroleum Incentives Program (PIP) Information Kit
- Policy and Precedents Manual – PIP Program

Energy
- Domestic and Foreign Petroleum and Petroleum Products
- New Petroleum Resources Compensation Program Procedures Handbook
- Oil Import Compensation Program Procedures Handbook
- Standard Procedures for Petroleum Measurement at Seaports
- Crude Oil Allocation Manual
- Gasoline Rationing Manual
- Petroleum Emergency Allocation System Manual
- Petroleum Products Allocation Manual

Geological Survey of Canada Sector
- Project Management Information System

- Standard Station Operator's Manual
- Regional Modular Seismograph Station – Operator's Manual

Surveys, Mapping and Remote Sensing Sector
- Digital Mapping Standards
- ER 18 Inertial and Gyro Systems
- ER 19 Field Reports
- Manual for Operation of Photographic Analysis System
- 15-Year Long-Range Plan – International Boundary Commission Field Manual

Energy Technology Sector
- Analytical Method of Waste Water
- Guide for the Preparation of CANMET Publications
- Procedure Manuals for X-Ray Analysis of Mine Dust
- User Manual for Computer Applications
- X-Ray Operations

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

General information about the Department's programs, activities and various publications may be obtained at the addresses listed below:

Nova Scotia

Atlantic Geoscience Centre
Geological Survey of Canada
Bedford Institute of Oceanography
P.O. Box 1006
Dartmouth, Nova Scotia
B2Y 4A2

(902) 426-2367 or 2730

Canada Benefits Branch
Cogswell Tower
2000 Barrington Street, Suite 102
Halifax, Nova Scotia
B3J 3K1

(902) 426-8570

Explosives Branch
Cogswell Tower
2000 Barrington Street, Suite 102
Halifax, Nova Scotia
B3J 3K1

(902) 426-3559

Canada Oil and Gas Lands Administration
Cogswell Tower, 2000 Barrington Street, Suite 102
Halifax, Nova Scotia
B3J 3K1

(902) 426-8570

Regional and Intergovernmental Affairs Divsion
Mineral Policy Sector
1890 Barrington Street
Halifax, Nova Scotia
B3J 3K8

(902) 426-6988

Regional Surveyor
Canada Centre for Surveying
Government of Canada Building
40 Havelock Street
P.O. Box 368
Amherst, Nova Scotia
B4H 3Z5

(902) 667-7249

Coal Research Lab (CANMET)
210 George Street
Sydney, Nova Scotia
B1P 1J3

(902) 564-7673

Quebec

Quebec Geoscience Centre
Geological Survey of Canada
2700 Einstein Street
P.O. Box 7500
St. Foy, Quebec
G1V 4C7

Explosives Branch
1262 Maguire Avenue
P.O. Box 463
Sillery, Quebec
G1T 2R8

(418) 648-7702

Regional Surveyor
Canada Centre for Surveying
2144 King Street West
Sherbrooke, Quebec
J1J 2E8

(819) 564-5871

Ontario

Communications Branch
Energy, Mines and Resources
8th Floor
580 Booth Street
Ottawa, Ontario
K1A 0E4

(613) 995-0947

Canada Oil and Gas Lands Administration
355 River Road, 15th Floor
Vanier, Ontario
K1A 0E4

(613) 993-3760

Regional Surveyor
Canada Centre for Surveying
25 St. Clair Avenue East
Toronto, Ontario
M4T 1M2

(416) 973-7503

Elliot Lake Laboratories
(CANMET)
P.O. Box 100
Elliot Lake, Ontario
P5A 2J6

(705) 848-2236

Manitoba

Regional Surveyor
Canada Centre for Surveying
Kensington Building
275 Portage Avenue, Room 305
Winnipeg, Manitoba
R3B 2B3

(204) 949-4954

Saskatchewan

Regional Surveyor
Canada Centre for Surveying
1730 Avord Tower
2002 Victoria Avenue
Regina, Saskatchewan
S4P 0R7

(306) 780-5401

Regional and Intergovernmental Affairs Division
Mineral Policy Sector
Suite 413
101 22nd Street East

Saskatoon, Saskatchewan
S7K 0E1

(306) 975-5960

Alberta

Institute of Sedimentary and Petroleum Geology
Geological Survey of Canada
3303-33rd Street Northwest
Calgary, Alberta
T2L 2A7

(403) 292-5376

Canada Oil and Gas Lands Administration
P.O. Box 2638, Station M
Calgary, Alberta
T2P 3C1

(403) 292-5631

Departmental Information Office
Room 355
220 Fourth Avenue East
P.O. Box 2918, Station M
Calgary, Alberta
T2P 3M2

(403) 292-4488

Western Research Laboratories (Coal)
(CANMET)
1 Oil Patch Drive
P.O. Box 1280
Devon, Alberta
T0C 1E0

(403) 987-8217

Western Research Laboratories (Coal)
(CANMET)
4500 16th Avenue Northwest
Calgary, Alberta
T3B 0M6

(403) 286-5540

Regional Surveyor
Canada Centre for Surveying
Canada Place
9700 Jasper Avenue
Suite 610
Edmonton, Alberta
T5J 4C3

(403) 420-2496

Explosives Branch
Inspector of Explosives
220 Fourth Avenue Southeast
P.O. Box 2868, Station M
Calgary, Alberta
T2P 3C2

(403) 292-4766

British Columbia

Geological Survey of Canada
Cordilleran Geology Division
100 West Pender Street
Vancouver, British Columbia
V6B 1R8

(604) 660-0529

Pacific Geoscience Centre
Geological Survey of Canada
9860 West Saanich Road
P.O. Box 6000
Sydney, British Columbia
V8L 4B2

(604) 656-8438

Regional Surveyor
Canada Centre for Surveying
800-1500 Alberti Street
Vancouver, British Columbia
V6Z 2J4

(604) 666-5316

Explosives Branch
Inspector of Explosives
Sun Tower Building, 7th Floor
100 West Pender Street
Vancouver, British Columbia
V6B 1R8

(604) 666-0366

Yukon

Regional Surveyor
Canada Centre for Surveying
204 Range Road, Room 208
Whitehorse, Yukon
Y1A 3A1

(403) 668-2638

Northwest Territories

Canada Oil and Gas Lands Administration
4914 50th Street
P.O. Box 1500
Yellowknife, Northwest Territories
X1A 2R3

(403) 920-8175

Regional Surveyor
Canada Centre for Surveying
8th Floor
50th Street
Bellanca Building
P.O. Box 668
Yellowknife, Northwest Territories
X1A 2N5
(403) 920-8295

Maps are available at the following address:

Information and Sales Centre
Department of Energy, Mines and Resources
130 Bentley Avenue
Ottawa, Ontario
K1A 0E4
Local area maps may be purchased at:

615 Booth Street
Ground Floor
Ottawa, Ontario
K1A 0E4

Reading Room

In accordance with the Access to Information Act the Energy, Mines and Resources public reading room is located on the:

4th Floor
580 Booth Street
Ottawa, Ontario
K1A 0E4

Environment Canada

Chapter 44

General Information

Background

The Department of the Environment was established by the Government Reorganization Act, 1970-71-72, ch. 42 on June 10, 1971. The Department, also known as Environment Canada, has as its primary duties renewable resources management and the protection of Canada's air, water and land resources. The departmental organization has three principal components: Atmospheric Environment Service; Conservation and Protection (inland waters, wildlife and lands); and the Parks Program. In addition to these three, there is a combined Finance and Administration Service.

The National Battlefields Commission, a separate agency, also reports to the Minister of the Department.

Responsibilities

The primary objective of the Department of the Environment is to preserve and enhance the quality of the environment for the benefit of present and future generations of Canadians. Departmental programs are designed to promote the establishment or adoption of objectives and standards relating either to environmental quality or pollution control, ensure the wise management and use of renewable resources and to provide Canadians with environmental information in the public interest. As well, the department ensures that new federal projects, programs and activities are assessed early in the planning process for potentially adverse effects on the environment and ensures the preservation of nationally significant natural and cultural heritages.

Legislation

- Ambient Air Quality Objectives, Nos. 1 and 2
- Asbestos Mining and Milling National Emissions Standards Regulations
- Canada Water Act RSC, 1985, c. C-11
- Canada Wildlife Act RSC, 1985, c. W-9
- Canadian Environmental Protection Act
- Chlor-Alkali Mercury National Emissions Standards Regulations
- Chlor-Alkali Mercury Liquid Effluent Regulations
- Department of Transport Act RSC, 1985, c. T-17
- Fisheries Act RSC, 1985, c. F-14
- Fuels Information Regulations
- Game Export Act RSC, 1985, c. G-1
- Government Organization Act
- Heritage Canals Regulations
- Historic Sites and Monuments Act RSC, 1985, c. H-4
- International River Improvements Act RSC, 1985, c. I-20
- International River Improvements Regulations
- Lac Seul Conservation Act
- Leaded Gas Regulations
- Lead-Free Gasoline Regulations
- Meat and Poultry Liquid Effluent Regulations
- Metal Mining Liquid Effluent Regulations
- Metallurgical Industries Arsenic Information Regulations
- Metallurgical Industries Mercury Information Regulations
- Migratory Birds Convention Act RSC, 1985, c. M-7
- Migratory Birds Regulations
- Migratory Birds Sanctuary Regulations
- National Battlefield Act of Quebec
- National Parks Regulations
- Ocean Dumping Control Regulations
- Parks Policy
- Phosphorus Concentration Control Regulations
- Potato Processing Liquid Effluent Regulations
- Pulp and Paper Effluent Regulations
- Secondary Lead Smelter National Emissions Standards Regulations
- The Lake of the Woods Control Board Act, 1921
- Vinyl Chloride National Emissions Standards Regulations
- Weather Modification Information Act and Regulations
- Wildlife Area Regulations

Organization

■ Federal Environmental Assessment Review Office

The Federal Environmental Assessment Review Office (FEARO) administers the federal environmental assessment and review process (EARP) for the Minister of the Environment. The process is used to predict and mitigate, early in the planning stages, the potential environmental and directly-related social impacts of government or other proposals requiring a federal decision. The process has two possible phases: an initial assessment of proposals by departments and/or an independent panel review. FEARO advises departments and provides secretariats to panels and to the Canadian Environmental Assessment Research Council.

■ Policy

External Relations Directorate: Made up of the National Affairs Branch and the International Affairs Branch, it oversees the Department's external relations and provides advice to program managers in dealing with other federal departments and agencies, provincial governments, governments of other nations and intergovernmental and non-governmental organizations.

Policy and Coordination Directorate: Provides support to senior management in policy development and coordination, particularly for acid rain, the environment-economy thrust, science and energy and the environmental partnership fund.

Planning and Evaluation Directorate: Made up of the Planning Branch and the Program Evaluation Branch, the Planning Branch manages the corporate planning system and provides staff support to senior management in negotiations with central agencies. The Program Evaluation Branch conducts studies to provide periodic independent reviews and assessments of the impact and effectiveness of departmental programs and the efficiency with which they are being administered. The Systems and Administration Branch administers support for Corporate Policy Group.

■ Canadian Parks Service

Program Management Directorate: Responsible for the overall management of program planning and evaluation for Canadian Parks Service functions; the preparation of multi-year forecasts and estimates; the development and implementation of policies, programs and standards related to general administration, information services, liaison and co-operation at the national and international level; marketing management consultation; reviews and audits; socio-economic research; townsite management; realty policy and engineering and architectural activities.

Realty Services Branch: Provides direction and guidance on the management of real property administered by the Canadian Parks Service (CPS). It administers leases, licences, agreements, rentals, acquisitions, disposals and titles.

Socio-Economic Branch: Provides advice and research to the Canadian Parks Service program; maintains a research data accumulation and analysis capacity; and develops research methods to meet recurring CPS needs and to maintain a socio-economic information program.

Marketing Branch: Provides strategic orientation and corporate direction to the marketing function throughout the Canadian Parks Service; develops and implements comprehensive national market plans, and manages the marketing management process. It also monitors progress against market plans and develops and directs program marketing strategies accordingly.

Architectural and Engineering Services Branch: Responsible for establishing technical policies, standards and guidelines for engineering and architectural services and for providing direction and support to the Canadian Parks Service in historic restoration, engineering, building and landscape architecture. This includes the development of comprehensive systems to effectively manage CPS contemporary and historical physical assets.

National Parks Directorate: Responsible for the development and operation of a system of national parks which protect significant natural areas, the development of a system of natural landmarks, the development of co-operative heritage areas through federal-provincial agreements, participation in the Canadian Heritage Rivers System, and the development of the Canadian Heritage Trail System in co-operation with the provinces/territories. The Directorate is also responsible for the development and implementation of policies, procedures and legislation for planning and managing these systems to enable their use and enjoyment by the public.

National Historic Parks and Sites Directorate: Concerned with the preservation, development, maintenance, operation and interpretation of national historic parks and sites and heritage buildings and canals. The activities of the Directorate include archaeological, historical and architectural research; interpretation through live animation, exhibits, films and slide programs; conservation of artifacts and provision of curatorial services for period furniture, costumes and apparel.

National Battlefields Commission: A Crown corporation responsible for the preservation, management and operations of the national battlefields in Quebec. It is funded through the annual appropriations of the Department of the Environment and is responsible to Parliament through the Minister of the Department.

■ Conservation and Protection

Policy and Programs Directorate: Develops and implements national environmental conservation and protection policies and strategies, evaluates and controls the effectiveness and efficiency of Conservation and Protection programs; and develops, implements and coordinates integrated Department-wide programs.

Canadian Wildlife Service: Carries out the federal government's responsibilities for wildlife and wildlife habitat, promotes sustainable development and reports to Canadians on the state of their environment.

Sustainable Development Branch: Develops and assists in the establishment of sustainable development strategies; develops and implements methods and tools for the realization of sustainable development; provides information necessary to support integrated, environmentally sound development; develops and coordinates an integrated Canadian Wildlife Service climatic change impact response program; leads the development and implementation of a federal policy on wetland conservation; develops and implements a national habitat program; and develops and applies ecological and land use information in support of sustainable development initiatives.

State of the Environment Reporting Branch: Provides leadership and coordination of the federal State of the Environment (SOE) Program which includes: publication of the five-year national SOE report, fact sheets and reports, identification of emerging priority environmental issues, strategic planning, development of methods and techniques for SOE reporting including the use of indicators, and collaboration in the creation and management of an environmental database and referral system. The Branch also provides scientific and technical publication support to the other branches of the Canadian Wildlife Service.

Program Analysis and Coordination Branch: Responsible for all Canadian Wildlife Service corporate program planning, evaluation and policies, human resource and financial management control, as well as communicating the importance of wildlife to Canadians and the need for wildlife conservation in Canada. The Branch is active as liaison and in the coordination of wildlife conservation objectives, both nationally and internationally, through participation in various international standing committees, as well as the Latin American Program and federal-provincial-territorial wildlife conferences.

Migratory Birds and Wildlife Conservation Branch: Responsible for population and habitat enhancement of migratory birds, the enforcement and coordination of regulations under the Migratory Birds Convention Act and Canada Wildlife Act, and for endangered species recovery plans and transboundary wildlife. It is also responsible for the administration of the Convention on International Trade in Endangered Species (CITES), the secretariat of the Committee on the Status of Endangered Wildlife in Canada (COSEWIC) and coordination of the Department of the Environment's program on humane trapping systems.

Wildlife Toxicology and Surveys Branch: Responsible for migratory bird surveys, research on effects of toxic chemicals on wildlife, and management and interpretation of a national database of chemical residues in wildlife.

North American Waterfowl Management Plan Implementation Branch (NAWMP): Responsible for the planning, management, implementation and coordination of the NAWMP, federally (Environment Canada and other government departments), nationally (provinces and non-governmental organizations), and internationally (U.S.A.).

Inland Waters Directorate: Promotes sound management and development of Canada's water resources in keeping with federal responsibilities and national objectives. It meets federal responsibilities under the Canada Water Act, the International Boundary Waters Treaty Act and the International River Improvements Act. It is responsible for administering 37 federal-provincial agreements negotiated under the Canada Water Act concerning flood damage reduction, river-basin planning and implementation, and water quantity and quality surveying activities. It undertakes research in support of water management activities in order to provide expert advice on water issues of national significance. This research includes necessary initiatives for activities carried out under the Canada-Ontario Great Lakes Water Quality Agreement.

Environmental Protection Program Directorate: Responsible for protecting the quality of the environment through the prevention or reduction of the harmful effects of pollutants on health and the environment. The Directorate develops and implements regulations and guidelines, and consults with and provides environmental advice to other federal departments, provincial governments, industry, and non-government organizations.

Industrial Programs Branch: Its major goal is to reduce to a minimum the negative effects of industrial and urban activities and the transportation sector on the environment. To this end, the Branch conducts and coordinates studies for the development and promotion of preventive and remedial measures for identified environmental problems and for assessing their cost effectiveness.

Commercial Chemicals Branch: Evaluates and assesses for hazard priority chemicals existing in Canada. The Branch is also responsible for the notification and evaluation process for all substances that are new to Canada as well as environmental impact analysis of new and existing pesticides. Regulatory and non-regulatory approaches for controlling the manufacture and marketing of these chemicals are developed and implemented.

Technology Development and Technical Services Branch: Promotes and undertakes development, demonstration, and transfer of environmental technology to enable cost effective attainment of improved environmental quality. It also provides technical services, primarily involving pollution measurement, and develops training materials to promote environmental protection.

Management and Emergencies Branch: Manages the planning and implementation of environmental protection programs in general (such as environment assessment, compliance and enforcement) and is responsible for specific programs, including ocean dumping and environmental emergencies. The Branch also: develops and provides information on the sources and releases of pollutants; performs socio-economic analyses in support of regulations and other intervention strategies; and documents and communicates the environment- economy linkage.

■ Atmospheric Environment Service

Atmospheric Research Directorate: Responsible for the management of atmospheric and related environmental research and development projects, the Directorate conducts research in the areas of monitoring and depletion of the stratospheric ozone layer, solar radiation instrumentation, cloud and precipitation processes, precipitation scavenging of pollutants, weather modification and weather radar. It also carries out research on sea-state observing and forecasting systems, meteorological and ice problems related to surface transportation, aeronautics, wind energy, building construction and the utilization of satellite data. It also administers the U.S.-Canada Weather Modification Information Act and is responsible for the provision of an efficient and effective federal program in air quality and technology transfer.

Weather Services Directorate: Responsible for the coordination, national implementation and on-going development of the following four main activities or systems within Field Services: data acquisition, meteorological communications, forecasting, and the provision of weather services. These activities are integrated to provide timely data, weather warnings, forecasts and advice to users.

Canadian Meteorological Centre: Responsible for forecast operations, computer operations and operation development.

Canadian Climate Centre: Conducts research into climate predictions, man's impact on climate and cause-and-effect relationships between the climate system, society and the environment. The Centre provides climate data, information, applications services and consultations to federal departments and national organizations, and supports regional offices in serving regional and provincial needs. The Centre is also responsible for the documentation, quality control and archiving of all official Canadian climate data.

Central Services Directorate: Responsible for providing ice information as well as consultation and advice on the use of the information. It also provides computing services, technical and professional training, long-range planning and network maintenance for data acquisition networks and expertise for the development and implementation of atmospheric instruments and systems.

■ Communications

Communications Directorate: Composed of three branches: Operations, Policy and Planning, and Creative Services.

Operations Branch: Provides advice and support to the Minister's Office and to the headquarters and regional operations of the three line services: Atmospheric Environment Service, Canadian Parks Service, and Conservation and Protection Service. The Branch serves the needs of some corporately managed projects, such as Environment Week and State of Environment reporting. A media relations group within the Branch at headquarters coordinates all national announcements, ministerial speeches and press conferences. It prepares guidelines and provides training and advice to departmental spokespersons. Communications Directorate staff are assigned to each of the services at headquarters to advise the Assistant Deputy Ministers and their managers on the communications aspects of their programs. A similar arrangement exists in each of the five regional offices.

Policy and Planning Branch: At headquarters, develops departmental communications policies, prepares an annual strategic communications plan and coordinates the preparation of operational communications plans for the Department. The state of the environment analysis required by this planning and the management of these issues are conducted in collaboration with the Corporate Planning Group, which is responsible for coordinating public opinion studies by the Department. The Policy and Planning Branch works closely with the Corporate Planning Group on a range of policy issues and assists with the communications aspects of inter-governmental affairs, such as meetings of the Canadian Council of Resource and Environment Ministers.

Creative Services Branch: Provides advice and services in film, display and advertising. The Branch is responsible for the development and administration of publications policy and other guidelines and standards. It monitors compliance with government policies relating to official languages, stereotyping and depiction of minorities. The Branch is responsible for producing the Department's annual report and internal and external publications.

Information Holdings

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■ Canadian Parks Service

Environmental Protection

Description: Information on environmental protection in the National Parks, including pollution of air, land and water, as well as regulations, studies and reports compiled on environmental protection. *Topics:* General correspondence and reports on environmental protection; pollution and pollutants; regulations; reports and returns; surveys and studies; water supplies and wildlife. *Program Record Number:* ENV CPS 040

Flora

Description: Information on botany, ecology and forestry management in the National Parks. *Topics:* General correspondence and reports; forest fires; regulations; silviculture; pest control; statistics; surveys and studies; timber cutting. *Program Record Number:* ENV CPS 045

Health and Social Services

Description: Information on the various health and social services provided to people in a park. *Topics:* Health services for park visitors; ambulance, hospital and nursing stations; health and welfare services for Park residents by the provincial governments. *Program Record Number:* ENV CPS 050

Historical and Contemporary Technical References

Description: Plans, drawings, specifications, standards, guidelines and reports on historical and contemporary engineering and architectural projects in Parks. Also historical records and training material on historical preservation. *Topics:* Plans, drawings, specifications (contract, construction and manufacturing), standards and guidelines, "as-found" information, archaeological reports, feasibility studies, recording field notes, general information and training packages. *Storage Medium:* EDP and microforms. *Program Record Number:* ENV CPS 030

Justice and Law Enforcement

Description: Information on justice and law enforcement in the National Parks, and the National Historic Parks and Sites. *Topics:* Justice and law enforcement, crimes and violations, judicature, police services, reports and returns, statistics, surveys and studies. *Program Record Number:* ENV CPS 055

Management Information and Outreach

Description: Information on the general management and operational responsibilities of the Parks Program. ***Topics:*** Policy and program activities; information exchange with foreign countries; hours of operation; levels of service; awards and honours; co-operative activities with public and private organizations; capital development projects and planning systems; operational planning; management improvement; central system program evaluation; public consultation and participation; general resources – inventories, management and research; park signs; general surveys and studies. ***Program Record Number:*** ENV CPS 005

Marine National Parks

Description: Information on marine environments (both salt and fresh water) which merit protection because of their natural phenomena. *Topics:* General development and planning, surveys and studies. ***Program Record Number:*** ENV CPS 060

Mineral Resources

Description: Information on mining, oil and gas activities at or near Parks facilities. *Topics:* Mineral exploration and development; mineral claims; quarrying and various mining activities; oil and gas exploration and development; leases and permits. ***Program Record Number:*** ENV CPS 065

National Battlefields Commission

Description: Responsible for the preservation, management and operation of the National Battlefields Park, Quebec. *Topics:* Administration; policy; planning studies and reports. ***Program Record Number:*** ENV CPS 095

National Historic Parks and Sites

Description: Information on the preservation, development, management,interpretation, operation and maintenance of the National Historic Parks and Sites of Canada. *Topics:* Monuments and plaques; Canadian Inventory of Historic Buildings; proposed parks and sites; heritage canals; public participation; permits; heritage conservation and building programs; other heritage agencies; historic resources in other countries; seasonal closing; archaeology and artifacts; identification, inventory and recording of historic buildings; cemeteries; development and planning, including management plans; interpretation planning; programs for the acquisition, development and control of lands and facilities within national historic parks and sites; interpretive services – exhibits, interpretive routes, costumes, period ordinance and furnishings, personal interpretive contracts, theatres, guided tours, extension programs, special events and interpretation centres; documentary, archaeological and architectural research; restoration; statistics, surveys and studies; tourist activities and tourism, souvenirs and handicrafts and Register of Federal Heritage Buildings. ***Program Record Number:*** ENV CPS 090

National Landmarks

Description: Information on potential National Landmarks which merit protection of specific natural phenomena without requiring large land holdings in order to preserve and interpret them. *Topics:* Development and planning; surveys and studies. ***Program Record Number:*** ENV CPS 070

National Parks

Description: Administration, management and control of National Parks. *Topics:* Archaeology and artifacts; camp sites; cemeteries; development and planning; management plans; interpretive planning; townsite planning; regional planning; ski areas; day use areas; interpretive services; nature trails; signs; talks and tours; special events; extension services; interpretive centres; permits to collect specimens; public participation; research; sports; statistics; surveys and studies; tourists and tourism – accommodation, bath houses, hot springs, catering and restaurants, souvenirs and handicrafts. ***Program Record Number:*** ENV CPS 075

Projects

Description: Information on engineering and architectural projects carried out in the Parks Program, including the project authorization form, project brief, design data, cost estimates, management reports and project schedules. (See also DOE/PKS-Management Information and Outreach) *Topics:* Planning; design; construction; operation; maintenance; equipment; services; utilities; facilities; claims and evaluation. ***Program Record Number:*** ENV CPS 035

Public Use Database

Description: Information on the collection of data on attendance and use of specific facilities and services for National Parks and National Historic Parks and Sites; collection of information on interpretation, camping and gateways at National Parks; vessel movement data on the Heritage Canals. *Topics:* Attendance data for National Parks and National Historic Parks and Sites; interpretive facility and services data collection; campgrounds utilization, volume of vehicular traffic at National Park gateways; vessel movement data on the Heritage Canals. *Access:* These records are located at Parks headquarters, regional offices and park offices. A report is issued annually and distributed widely (300 copies) to government agencies, universities and libraries. Monthly attendance reports (300 copies) are also distributed widely in a similar manner. *Storage Medium:* EDP Systems and hard copy. ***Program Record Number:*** ENV CPS 020

Realty

Description: Information on the management of real property including National Parks, National Historic Parks and Sites, Heritage Canals and Corridors, Admiralty, Dominion and Ordinance lands. Involves the acquisition of land by the Crown, the leasing, licensing and granting of concessions on Crown-owned land, the sale or disposal of Crown-owned land, and other related land matters. *Topics:* General agreements; agreements for bridges and causeways; roads, walks and highways, wharves and docks; boundary lines and encroachments; freehold lands; lettings and concessions; franchises; lease of land; licences of occupation; use of electric power, water power, surplus water; land acquisition; sale and disposition of land; utilities – land use, rental setting. *Access:* The general realty records are arranged by subject. Individual leases, licences of occupation and concessions are arranged by location, the number of the lot and block and by the name of the individual. ***Storage Medium:*** EDP and microfiche. ***Program Record Number:*** ENV CPS 010

Socio-economic Research

Description: Information on socio-economic surveys and studies carried out by Parks in support of the planning, development and operation of National Parks, National Historic Parks and Sites and Heritage Canals. ***Access:*** These records are located at Parks headquarters and regional offices. Final reports available to the public through departmental libraries and specialized document collections located at headquarters and regional offices. *Topics:* Research review process, information enquiries from internal and external sources, research projects, surveys and studies, historical data. ***Storage Medium:*** EDP Systems and hard copy. Special ***Program Record Number:*** ENV CPS 015

Water Resources

Description: Information on the use of water resources in the Parks. *Topics:* Water levels; water rights; hydrological surveys; hydro power development within a park for park use only; hydrometric networks; regulations; reports; surveys and studies. ***Program Record Number:*** ENV CPS 080

Wildlife

Description: Information on all types of wildlife in the National Parks and National Historic Parks, including the management and protection of wild animals, birds, fish and insects. *Topics:* Diseases; rare and endangered species; census; licences and permits; hunting; regulations; surveys and studies; trapping; immobilization drugs; live capture; gifts of animals; preserves; furs and hides; fish culture; hatcheries and stocking; sport and commercial fishing in National Parks; insects and their control; use of insecticides. ***Program Record Number:*** ENV CPS 085

■ Conservation and Protection Service

Abatement and Compliance

Description: Information on inventories of pollution services and cost of abatement; state of the art of pollution abatement by industry; regulations development; policy and technical advice on enforcement programs; technical audits of incentives programs; energy-related studies. *Topics:* Pulp and paper industry; mining and metallurgical processes; petroleum and industrial organic chemicals, inorganic chemical processes; toxic chemicals emission/release controls; control options, evaluation of their costs and effectiveness; food and allied industries; municipal waste and miscellaneous industries; power generation; legal services; pulp and paper modernization program. *Access:* Files are arranged by company, product. ***Program Record Number:*** ENV CAP 260

Biometrics

Description: Information on the biometry of migratory birds. *Topics:* Migratory game birds hunting permits; waterfowl surveys; data processing. ***Program Record Number:*** ENV CAP 105

Canada-United States and Interjurisdictional Waters

Description: Information on all activities carried out under specific Canada-United States agreements or arrangements such as investigative, control, or surveillance board activities for the International Joint Commission (IJC) or in other bilateral Canada-United States situations; studies and implementation programs under formal federal-provincial arrangements; and Canada-United States activities on shared river basins. Policy development, data collection and research carried out as a part of any of these formal arrangements are included as well as specific federal-provincial agreements required to carry out Canada's obligations in boundary waters (the Canada-Ontario Agreement on Great Lakes Water Quality) and interprovincial arrangements (Prairie Provinces Water Board). Information is also available on water use for selected years and geographic areas. *Topics:* Great Lakes connecting channels, Great Lakes programs and studies, International and Interprovincial Waters, Prairie Waters, Lake of the Woods, Ottawa River Regulations. *Access:* Files are arranged by subject and project title; many reports are referenced in AQUAREF. ***Program Record Number:*** ENV CAP 175

Chemical Process Sources

Description: Information on chemical industry pollution; producers, emissions, products, development of industrial studies questionnaires, guidelines and codes and regulations. *Topics:* Chemical products; pulp, paper and wood products; forest products operations; pulp and paper processes; textiles and related manufacturers; woods and allied products manufacturing; petroleum, petrochemical, polymers and plastics; surface coating industry. *Access:* Files are arranged by name of company and product. ***Program Record Number:*** ENV CAP 220

Combustion Sources

Description: Studies and surveys; assessments; questionnaires; analytical reports; information on emissions and emission controls; investigations; codes and regulations. *Topics:* Interdepartmental programs; thermal power-fuel; thermal power-fuel processing and storage; combustion systems; internal combustion engine; emission calculation and analysis; emission data; air quality surveillance; air quality criteria; incinerators; investigations, studies and surveys. ***Program Record Number:*** ENV CAP 235

Contaminants Control

Description: Information on predicting and evaluating environmental effects of new chemical substances; determining amounts and end uses of chemicals in Canadian commerce; regulating substances which pose a significant threat to human health and environment; reviewing pesticide registrations; and coordinating tests of chemicals for environmental effects. *Topics:* Studies and surveys; chemical elements compounds; Environmental Contaminants Act; toxicology assessment and ecological protocols; regulation development; enforcement and compliance; transportation of dangerous goods; response to notices; mandatory reporting; automated information system; pesticides-control programs – registration, re-evaluation, research and trade information; research permits; compendium; non-chemical pesticides; mercury program. *Access:* Files are arranged by subject, company and product. ***Program Record Number:*** ENV CAP 275

Data Analysis

Description: Information on air pollutants; emissions source categories; industrial questionnaires; studies and surveys and air pollution costs. *Topics:* Emission inventory; air pollutants, source categories; effects of regulations; socio-economic impact studies and surveys; industrial, geographical; economy impact studies and surveys – pollutants; analytical concepts and methodology – statistical and economic. ***Program Record Number:*** ENV CAP 240

Ecological Applications Research

Description: Information on production of nationally consistent spatial data on the ecological characteristics and resource potentials of land; dissemination of scientific knowledge, methods and techniques used for surveying and classifying land, including wetlands, by ecological characteristics, for assessing resource potentials, impacts and hazards and for increasing knowledge of land and land/water process linkages of concern in environmental management; the assessment of potential climate change of the vegetative and land base of Canada and consequent implications for resource management. *Topics:* General correspondence; public awareness; inter-regional projects; wetlands and acid rain sensitivity; climate change; land use information mapping series; Canada Committee on Ecological Land Classification; Canada Committee on Ecological Areas. ***Program Record Number:*** ENV CAP 160

Enforcement

Description: Information on the enforcement of Migratory Bird Convention Act, Migratory Bird Regulation, Migratory Bird Treaty. *Topics:* General correspondence; authority to purchase migratory birds; authority to issue permits; payments of fines; Migratory Birds Conviction List, report convention; legal fee; appointment of game officer; appointment of agents; protocol with U.S.A.; enquiries and questions; Indians and Inuit; treaties and letters of understanding with foreign governments. ***Program Record Number:*** ENV CAP 110

Environmental Emergency

Description: Information on environmental accidents; emergency teams; reporting and alerting operating procedures; special studies; research and development; contingency plans; pollution clean-up agents for collection and dispersal. *Topics:* Environmental emergency teams; operations and procedures; resource inventory; accident prevention; transportation; accident detection; pollution abatement; pollution containment; disposal; restoration; analysis – prediction, research and development projects; information. *Access:* Files are arranged by individual environmental accidents. ***Program Record Number:*** ENV CAP 285

Environmental Information Systems and Services

Description: Information on the development, maintenance and operation of a computerized Canada Geographic Information System (CGIS) capable of storing, processing and retrieving geographic-specific bio-physical, socio-economic and ecological data on land capability, land use, resource management and environmental issues of national or regional significance; the development, assessment, improvement and recommendation of computerized technologies designed to enhance the performance and efficiency, while promoting greater use, of spatial information systems in State of the Environment planning and management; the provision of data on processing and advisory services in support of the establishment of a national Environmental Informatics System and the solution of environmental planning and management problems; and the provision of a training program on the use of the CGIS for existing and potential clients. *Topics:* Canada Land Inventory, Canada Geographic Information System projects. *Storage Medium:* EDP systems and maps. ***Program Record Number:*** ENV CAP 170

Federal Activities

Description: Information on the regulation of emissions/effluents from federal departments and agencies as well as on waste management at these institutions; information on the evaluation of federally funded pollution control projects; demonstration of technology at federal facilities; environmental impact assessment of nuclear facilities, and radioactive waste facilities. *Topics:* Federal projects; clean-up program; methods, techniques and refinements; nuclear programs. *Access:* Files are arranged by company, subject and project. ***Program Record Number:*** ENV CAP 295

Flood Damage Reduction

Description: Information on all activities under federal-provincial flood damage reduction agreements, including flood risk mapping, construction of physical flood control works, and flood forecasting. It also includes policy development, data collection (hydrometric and other data collection programs and research for many water management purposes) carried out as an integral part of these agreements, or in support of anticipated new agreements, and guidelines or methodology development and information programs directly in support of the program. *Topics:* Conservation and floods, flood damage reduction. *Access:* Files are arranged by subject, geographic location and project title; many reports are referred to in AQUAREF. ***Program Record Number:*** ENV CAP 180

Fuels

Description: Information on fuel types, composition and use. *Topics:* Fuel producers; types; composition; resources marketing and processing; pollution investigations; pollution control equipment, and regulations on fuels and components of fuels; guidelines development; synthetic fuels, gasoline; natural gas; coal; petroleum producers; petroleum marketing; energy conservation; sulphur and by-products; fuels and fuel additives composition; fossil fuel resources. *Access:* Files are arranged by subject, company and product. ***Program Record Number:*** ENV CAP 230

Habitat and Land Use Research

Description: Information on habitat strategies, plans and data banks; research on habitat impacts from toxic substances, climate changes and land use changes; remote sensing techniques and methodologies to monitor habitat changes/impacts; provision of land management services and advice to federal departments and agencies responsible for administering federal lands located in the provinces or specially dedicated lands located in the territories. *Topics:* General correspondence; habitat planning and management; resource management data; federal land data; public awareness; policy research and coordination. ***Program Record Number:*** ENV CAP 165

Land Use Policy

Description: Information on the development and assessment of federal land use objectives, policies and guidelines; the coordination of interdepartmental and intergovernmental activities on land use policy and program matters; the analysis of land use policy instruments with recommendations on their effectiveness in addressing sustainable development and land use issues of national significance; the identification and assessment of the impact of federal programs on the sustainable use and management of Canada's land resources, and the recommendation of mitigating measures to offset any adverse effects; the provision of advice and policy positions on sustainable development concerning land quality, land use and other related environmental issues; the provision of advice and assistance in developing or assessing policies in which land resources and environmental matters are important considerations; the representation of Environment Canada on the Treasury Board Advisory Committee/Federal Land Management and the coordination of the discharge of the Department's responsibilities under the Federal Policy on Land Use; assistance in representing Canada's land resource interest in bilateral relations with other countries and international organizations; and assistance in foreign aid technical exchange and advisory programs. *Topics:* General correspondence; environment/economy integration; public awareness; Canada land use policy research and coordination; policy advice to federal departments and agencies; and sustainable development. ***Program Record Number:*** ENV CAP 155

Mining, Mineral and Metallurgical Industries

Description: Information on mining and metallurgical production, refining, and smelting operations and the significance of such processes in terms of pollution; mineral, and metallurgical industry studies; and emission control requirements such as codes and regulations. *Topics:* Mining operations and processes; mineral products processing; primary metallurgical industries; secondary metallurgical industries. *Access:* Files are arranged by subject, product and plant type. ***Program Record Number:*** ENV CAP 225

Mobile Sources

Description: Information on vehicle emission data; test methods and procedures; test results; studies and surveys; standards and regulations. *Topics:* Abatement programs; engineering and evaluation; fugitive emissions; fleet programs; mobile source compliance; special studies. *Access:* Files are arranged by subject, company, and project. ***Program Record Number:*** ENV CAP 215

National Wildlife Areas

Description: General correspondence on policies and regulations as they affect land use in designated areas. *Topics:* Agreements; policy; regulations; rentals; leases. ***Program Record Number:*** ENV CAP 135

Native People

Description: Information on correspondence on native harvest surveys and native land claims. *Topics:* Hunting and fishing rights, treaties, acts and regulations, Council of Yukon Indian, Inuit Tapirisat of Canada, Northern Quebec Cree, Inuit, Naskaps, Western Arctic Inuit-COPE. *Access:* Files are arranged by name of individual. ***Program Record Number:*** ENV CAP 115

North American Waterfowl Management Plan (NAWMP)

Description: Information on the development, coordination and planning of the North American Waterfowl Management Plan (NAWMP). *Topics:* Joint ventures; implementation agreements (multilateral, internal); NAWMP committees; long-term and annual work plans; funding arrangements; communications and general correspondence. ***Program Record Number:*** ENV CAP 173

Ornithology

Description: Information on all aspects of waterfowl. *Topics:* North American Waterfowl Management Plan; bird banding programs; reports, studies and surveys; sanctuaries; migratory bird sanctuaries regulations; permits for bird sanctuaries; delegation; agreements; leases; damage to crops by birds; agreements with provincial governments on compensation for crop damage; diseases and parasites; effects of sprays; predation; use of drugs; lead poisoning repellents; ornithology permits; taxidermist licences; propagation and agriculture; research on species; use of birds; commercial shooting of birds; plumage of birds; public shooting grounds; waterfowl kill statistics; waterfowl populations; breeding ground survey; breeding bird survey; brood production survey; waterfowl status reports. *Access:* Files are arranged by name and geographic locations. ***Program Record Number:*** ENV CAP 120

Planning, Assessment and Policy

Description: Information on the development of an environmental protection strategy; program, planning and systems development; socio-economic analysis of proposed major regulations. *Topics:* Program planning system development; activity program development;

operational plans; activity management reports; policy development and analysis; program evaluation; program development; organization and systems project; economics; socio-economic program; socio-economic impact analysis – Clean Air Act, Environmental Contaminants Acts, Fisheries Act. *Access:* By subject. *Program Record Number:* ENV CAP 290

Program Activity Structures and Objectives

Description: Information on systems for strategic and operational planning and program evaluation, management practices and controls, performance measurement, priority settings, resource-based economic strategy and perspective, socio-economic and scientific development studies, implementation of integrated programs. *Topics:* Program activity structures and objectives, surveys and studies, Improvements in Management Practices and Controls (IMPAC), toxic substances, Co-operative Projects with Industry (COPI), Pilot Industry Laboratory Program, Shore Zone Program, Biomass. *Program Record Number:* ENV CAP 100

Program Coordinator

Description: Information on regulations development; monitoring of agreed implementation schedules, program evaluation and acid rain control strategies. *Topics:* Acts and legislation; regulations enforcement; federal/provincial programs; international activities; international organizations; intradepartmental activities; long range transport of air pollutants. *Program Record Number:* ENV CAP 245

State of the Environment Reporting

Description: Information and interpretive reports on significant conditions and trends related to environmental components (air, water, land and wildlife) and human activities (agriculture, forestry, fisheries, etc.) to meet the requirements of the Federal Environmental Quality Policy Framework and Canadian Environmental Protection Act; development, assessment and recommendations for selecting and utilizing key environmental indicators; development and dissemination of scientific methods and techniques for State of the Environment (SOE) Reporting, identifying emerging issues; development of methods and guidelines for storage, manipulation and transfer of environmental data vis-à-vis the SOE centralized database and referral system. *Topics:* General correspondence; SOE publications; state of the environment data; scientific methods; indicator research; inter-regional projects; publication guidelines; Canada Land Inventory and a wide range of land, water and other resource data. *Storage Medium:* Files, maps, EDP systems. *Program Record Number:* ENV CAP 167

Surveillance

Description: Information on national air pollution surveillance monitoring equipment; monthly and annual summary reports; source testing methods. *Topics:* National air pollution surveillance; operations and maintenance; equipment testing and evaluation; source testing procedures; studies, surveys and investigations; specific pollutants. *Access:* Files are arranged by subject, location and specific pollutants. *Program Record Number:* ENV CAP 250

Sustainable Development

Description: Program for implementation of sustainable development within the government; development of federal conservation strategy; coordination of federal-provincial links on conservation strategy development; coordination of intergovernmental activity on land policy and program matters; development of sectoral resource management policies (e.g. wetlands); assessment of impact of federal programs on environment and economy; analysis of links between environment, resources, and economic development; development of means to build environmental criteria into economic development policies and programs; assessment of the value of environmental resources; analysis of success stories of sustainable development as models for further implementation; application of sustainable development criteria to federal land transactions; development of means of measuring success towards sustainable development. Responsibilities include provision of scientific and technical advice to other departments, other countries and international organizations with respect to sustainable development implementation. *Topics:* Sustainable development; wetlands policy; federal policy on land use; environment/economy integration; federal program impact; Sustainable Development newsletter; success stories of sustainable development. *Program Record Number:* ENV CAP 156

Technology Development – Pollution Abatement

Description: Information on development and demonstration of pollution abatement technology (DPAT); instruction in air pollution control; pollution analysis and instrument testing. *Topics:* Development and demonstration of pollution abatement technology; educational activities; chemistry files. *Access:* Files are arranged by subject and company. *Program Record Number:* ENV CAP 255

Technology Development – Waste Water

Description: Information on development and demonstration of waste water pollution control technology; technology development assistance programs; technical training; technology transfer; program planning and evaluation. *Topics:* Program planning and evaluation; technology assistance program; waste water technology. *Access:* Files are arranged by company. *Program Record Number:* ENV CAP 265

Toxic Chemicals

Description: Information on toxic chemical management. *Topics:* Inventory; assessment of DSL substances for toxicity; control throughout the life cycle of toxic chemicals; regulations; guidelines; codes of practice. *Program Record Number:* ENV CAP 300

Waste Management

Description: Inventory of commercial and industrial hazardous wastes; technology development; studies and surveys; handling, storage and environmentally safe transportation; disposal of industrial and hazardous wastes; inventory sources and amounts of hazardous wastes; regulations development. *Topics:* Wastes and types; waste management and disposal; waste management systems – disposal; resource recovery and reclamation, materials; information and training; solid waste information retrieval system, inventory; regulations; guidelines and codes of practice; consultation services; technical evaluation. *Access:* Files are arranged by subject, company and project. *Program Record Number:* ENV CAP 280

Water Management Research

Description: Information on water resource research, including the study of the impact of pollutants and nutrients on the environment, sediment composition, water quality and quantity modelling, groundwater quality and sub-surface disposal of wastes, pathways, fate and effects of pollutants, dispersion and energy transfer processes in lakes and rivers, urban runoff processes, ice dynamics, hydrological forecasting, groundwater movement, biological and chemical techniques for water quality analysis, snow and ice hydrology, glacier dynamics, sociological, geographical, legal, institutional and economic aspects of water management. Also included is research management and coordination and research contracts. *Topics:* Ground water; ground water quality; ice river breakup; new analytical techniques; improved methodologies for aquatic studies; predictive technique on models for toxic substances; pathways and fate of pollutants; hydraulic variables; drought; floods; climatic changes; restoration of lakes and polluted waters. *Access:* Files are arranged by subject and location. Most information is readily available. *Storage Medium:* Microfiche, magnetic tapes, computer printouts, punchcards. *Program Record Number:* ENV CAP 205

Water Pollution Programs

Description: Information on federal/provincial programs; pollution control in coastal areas; International Joint Commission programs; data management; Arctic water programs coordination; program evaluation; interservice and interagency program coordination; program planning and development. *Topics:* Program coordination and evaluation; coastal zone; data management and analysis. *Program Record Number:* ENV CAP 270

Water Quality Management Data

Description: Information and interpretive reports on the quality of surface and ground waters based on analysis of samples; information on field surveys and analytical methods, and on quality control; water quality guidelines for protection of uses, and water quality objectives for specific surface waters. It does not include water quality objective work done under specific international or federal-provincial basin studies, nor research related to water quality management. *Topics:* Water pollution, water quality surveys, analytical methods, quality of surface waters, rain water and snow water quality, water quality guidelines, water quality monitoring programs. *Access:* Files are arranged by subject, geographic location and title; water quality parameters are accessed on-line through NAQUADAT. *Storage Medium:* Magnetic tapes. *Program Record Number:* ENV CAP 185

Water Quantity Management Data

Description: Information on data collection, hydrometric and water levels, and sediment, as well as the management and operation of data systems and interpretive reports. These data include data collection under specific international or federal-provincial water management or planning studies and data collection carried out as an integral part of other studies. *Topics:* Gauging stations, international gauging stations, gauging stations inventory, hydrometric investigations, hydrologic interpretive and analytical reports, sediment links to water quality, sediment surveys, remote sensing, watershed research, tidal gauge records, tidal surveys. *Access:* Files are arranged by subject, geographic location, river and site location. *Storage Medium:* Computer printouts, magnetic tapes, microfiche, interactive on-line access to the national database known as HYDAT. *Program Record Number:* ENV CAP 200

Wildlife Management

Description: Information on the federal participation and responsibilities in the management of wildlife. *Topics:* Hunting performance program; transboundary wildlife; bird hazard to aircraft; problems at airports; restricted material on birds and aircraft; correspondence from Air Canada; bird strike bulletins; bird strike field notes; bird strike reports; reports on visits to airports; RCMP reports; application for species; Eastern Arctic-Scientific Research; scientific collection of specimens; transplant. *Program Record Number:* ENV CAP 150

Wildlife Toxicology

Description: Information on toxic substances and their effects on birds and mammals; also related research and studies. *Topics:* Advice to outside agencies on chemicals and pesticides; National Registry of Pesticide Residues; registration of agricultural chemicals; toxic substances program; analytical data quality program; chemical analytical services; forest spray operations; heavy metals; Organization for Economic Co-operation and Development (OECD); wildlife sampling program; study of fish-eating birds.LRTAP – Toxic Substances. *Access:* By subject. *Program Record Number:* ENV CAP 145

■ Atmospheric Environment Service

AES Headquarters – Projects Research

Description: Information on computerized and man-machine mix system; module component development and design; research data set development; also implementation and joint projects with forecast operations. *Topics:* Systems design for automated weather forecasting procedures; creation of research data sets for weather forecasting research. *Program Record Number:* ENV AES 400

AES HQ – Forecast Project

Description: Information on the development of forecast methods and techniques for AES forecast systems (including models – numerical, statistical). *Topics:* Weather prediction methodology; snow squall modelling; ice and sea state models; oil spill trajectory models; freezing spray; investigations. *Program Record Number:* ENV AES 420

AES HQ – Projects

Description: Information on satellite activity reports; data collection platforms; SDL Staffing; SDL GOES; Meso-met Network; Wind Energy Field Studies investigations. *Program Record Number:* ENV AES 370

AES, Research Management and Policy

Description: Meteorological, atmospheric, air quality, ice in navigable waters, remote sensing and other related environmental and technological research and development; research and related support activities of a general management nature – decisions and large-scale agreements; training for research and grants for research outside the federal government which support the goals, objectives and policies for atmospheric research in Canada; mechanisms for better transfer of technology to and from government research laboratories, contracting-out of federal research and development. *Topics:* Agreements; treaties; studies; projects; federal activities; committees; plans and programs; fellowships; training and development; grants; unsolicited proposals; contracting; technology transfer.Files are located at 4905 Dufferin St., Downsview, Ontario. *Program Record Number:* ENV AES 310

AES – Wind Tunnel

Description: Information on wind tunnel experiments, operations and maintenance. *Program Record Number:* ENV AES 395

Air Quality Research Projects

Description: Information on research dealing with the quality of air. *Topics:* Field studies; wind energy; LRTAP Programs (Acid Rain);federal-provincial co-operative projects; IFYGL; Alberta Oil Sands; hazardous and toxic chemicals; air quality assessment processes; regional and international studies of meteorological potential for air pollution; boundary layer processes; experiments; analyses; scientific papers; program planning and international co-operation; air quality sampling; siting; analytical methodology for ambient atmospheres; workspace atmospheres and instream emissions. *Program Record Number:* ENV AES 315

Atmosphere – High Atmospheric Vehicles

Description: Information on weather ice and other related environmental satellite research and development, ground receiving stations, data processing and distribution, and related hardware, instrumentation technology; aeronautical meteorology, aviation studies, marine meteorology and meso-meteorology, wind energy, weather radar and radar satellite combined system; wind tunnel experiments, related field experiments and wind engineering. *Topics:* Canadian space policy; repairs of satellite receivers; high atmosphere vehicles; satellite data lab operations; satellite meteorology research and development projects (TOVS, RAINSAT, ICE STATUS); Aeromet Facility; Rockcliffe STOL project; Meso-met Network; data collection platforms; GOES Wind Energy Field Studies; radar satellite system; ICS Submission; AES Satellite Program; NOSS; SURSAT; wind tunnel experiments, operation and maintenance. *Program Record Number:* ENV AES 325

Atmospheric Research

Description: Information on weather modification, cloud physics, weather radar, ozone monitoring, stratospheric pollution, solar radiation and energy. Activities aimed at increasing precipitation (rain, snow) or suppressing hailfall; research in the physics of clouds and precipitation and in the detection of precipitation by weather radar; research conducted into the processes of the stratospheric ozone layer and its depletion by trace constituents (typically chlorofluorocarbons); calibration of solar radiation instruments and development of new solar radiation instrumentation and development of specialized solar radiation database. *Topics:* Weather Modification Policy; Agreement (with U.S.) and co-operative projects; WMO PEP program; weather radar and cloud physics; ozone instruments; World Ozone Data Centre; stratospheric pollution; solar radiation. *Program Record Number:* ENV AES 320

Climatology

Description: Information on applied climatology; climatological data and studies; information and requests; monitoring and prediction; numerical modelling. *Topics:* General climatology; climatology normals; recreation and tourism; station history system; National Parks; agrometeorology; ice accretion studies; biometeorology; energy; Canadian Climate Program; climatic change. *Storage Medium:* Microfilm, magnetic tape. *Program Record Number:* ENV AES 455

Communications – Computing Services

Description: Information on communications and communications-programming. *Program Record Number:* ENV AES 470

Communications – Facsimile

Description: Information on Satellite Data Laboratory Operations. *Program Record Number:* ENV AES 330

Contracts – Satellites

Description: Information on contracts for satellite systems; also contracts for satellite research and development – TOVS, RAINSAT, ICE STATUS. *Access:* Files are arranged by subject and company. *Program Record Number:* ENV AES 335

Contracts – Sea State

Description: Information on contracts for ice, oil spills on water and sea state models. *Access:* Files are arranged by subject and company. *Program Record Number:* ENV AES 405

Data Acquisition

Description: Information on land surface networks; upper air and aerological networks; Voluntary Observing Ship Program; remote sensing; environmental network. *Topics:* Station classification; site information; meteorological and aerological instruments; codes; data standards; data reduction; quality assurance; equipment supply; development and testing; lists of ships participating;

satellite ground stations; APT, weather radar; signal processing; data transmissions; maintenance; plans and policies. *Program Record Number:* ENV AES 440

Data Acquisition Networks
Description: Information on atmospheric environment operations, overall policy, operational performance, procedures and standards. *Program Record Number:* ENV AES 480

Forecast Procedures
Description: Information on meteorological models, procedures and techniques in support of forecast production. *Topics:* Maps, charts and forms; professional training and development; satellite operations; plans and programs. *Program Record Number:* ENV AES 430

Hemispheric Observations
Description: Observed data, hemispheric surface synoptic reports. *Storage Medium:* Coded forms. *Program Record Number:* ENV AES 450

Hydrometeorology
Description: Information on development of hydrometeorological techniques for measurements and analysis; application of meteorological techniques and data to hydrology and marine problems (hydrology, water resources, oceans, lakes and reservoirs); hydrological time series data; climatology of water temperature. *Topics:* International Hydrological Decade; hydrometeorological projects; investigations, research, studies and surveys; wind wave studies, evaporation. *Storage Medium:* Magnetic tape. *Program Record Number:* ENV AES 460

Ice
Description: Information on regional ice models. *Program Record Number:* ENV AES 410

Ice Information, Consultation and Advice
Description: Information on ice forecasting and services, ice research, climatology and Observing Program (reconnaissance). *Program Record Number:* ENV AES 465

Ice Observing Programs – Reconnaissance
Description: Information on verification of satellite data. *Program Record Number:* ENV AES 340

Instruments
Description: Information on Aeromet Facility Instrumentation. *Program Record Number:* ENV AES 345

Instruments and Instrument Systems
Description: Information on instruments; general, humidity, evaporation, precipitation, marine, physical phenomena, pressure, radiation, atmospheric sounding wind. *Program Record Number:* ENV AES 485

Marine Meteorology
Description: Information on TOVS. *Program Record Number:* ENV AES 355

Meso-meteorology
Description: Information on the Meso-met Network. *Topics:* Operation; data. *Program Record Number:* ENV AES 360

Meteorology Aviation
Description: Information on the Rockcliffe STOL Project. *Program Record Number:* ENV AES 350

Meteorology Training
Description: Information on professional training, development, technical training in meteorology. *Program Record Number:* ENV AES 475

Meteorology Training
Description: Information on satellite meteorology. *Program Record Number:* ENV AES 365

Oil and Gas Exploration and Development
Description: Information on oil spill trajectories, freezing spray, ice and sea state models. *Program Record Number:* ENV AES 415

Policy – Private Sector Meteorology
Description: Information on initiatives and policies related to the development of private sector meteorology. *Topics:* Atmospheric Environment Service activities related to private sector meteorology.Files available at 4905 Dufferin Street, Downsview, Ontario. *Program Record Number:* ENV AES 313

Radar
Description: Information on the MOT Radar and Satellite System. *Program Record Number:* ENV AES 375

Satellites
Description: Information on satellite programs. *Topics:* Cost recovery; staffing the SKL; ICS Submission; AES Satellite Programs; SDL Operations; NOSS; SURSAT. *Program Record Number:* ENV AES 380

Telecommunications
Description: Operational, alpha-numeric and facsimile information distributed by dedicated or dial-up communication lines. *Topics:* Facsimile contracts; installations; procedures; traffic; teletype contracts – installations, procedures, traffic; computer aspects. *Program Record Number:* ENV AES 425

Weather Forecast
Description: Information on analyses and forecasts; hemispheric analyses, heights (pressure) temperature, moisture, winds from surface to 100 mbs; analyses of surface, 850, 700 and 500 mb levels from 1957 to date; historical data; verification statistics. *Storage Medium:* Computer files – grid point data, microfilm, printed WX charts, charts and teletype message forms, written and graphic forms. *Program Record Number:* ENV AES 445

Weather Service
Description: Information on RAINSAT. *Program Record Number:* ENV AES 385

Weather Service – Air Transportation

Description: Information on MOT Radar and Satellite System. ***Program Record Number:*** ENV AES 390

Weather Services

Description: Information on policies, standards, procedures and guidance concerning the provision of weather services. *Topics:* General weather services; public weather services; air, marine and road transportation; agriculture; forestry; climatology; preflight weather information service; radio and television broadcasting; scientific support units; weather service outlets. ***Program Record Number:*** ENV AES 435

■ Federal Environmental Assessment Review Office

Environmental Assessment Projects

Description: Information on projects undergoing review by environmental assessment panels. *Access:* Files are arranged by project. ***Program Record Number:*** ENV FRO 490

FERO – Policy

Description: Information on the development and implementation of the EARP process. *Access:* Files are arranged by subject. ***Program Record Number:*** ENV FRO 495

FERO – Research

Description: Information on the Canadian Environmental Assessment Research Council. ***Program Record Number:*** ENV FRO 500

■ Environment – General

Acid Rain

Description: Information on Canada's domestic, bilateral and international acid rain initiatives, including committees, negotiations, controls and effects. *Topics:* Canada's joint federal-provincial abatement program, federal-provincial LRTAP Steering Committee meetings and reports; Canada-U.S. bilateral negotiations, and general information on U.S. initiatives; international European Economic Community LRTAP conventions and protocols; files dealing with acid rain effects, communications, and the Special Parliamentary Committee on Acid Rain. *Access:* Files are arranged by subject in a central registry. ***Program Record Number:*** ENV POL 525

Communications

Description: Information on communications in general and on communications-programming. ***Program Record Number:*** ENV COM 530

Environment Economy

Description: Information on departmental policies, programs, economic instruments and activities related to the integration of environmental considerations into economic decision-making; associated information on events, reports, studies, announcements, expertise and other agency involvement; preliminary information on the characteristics and capabilities of environmental industries, related associations and the nature of market availability within and outside Canada; and related information from the Groups of Economic Experts (GEE) of the Organization for Economic Co-operation and Development (OECD). *Topics:* The departmental environment/economy strategic direction, action plans and activities carried out by the Department; sustainable development; events, agreements, mechanisms, announcements, reports and expertise; statistics on the environmental industry (employment, economic impact, number of firms, market potential, promotion); various subject areas such as risk assessment, technologies to control and prevent pollution, etc.; OECD reports which are available for public distribution. *Access:* Information is available by subject area in soft-cover copies. ***Program Record Number:*** ENV POL 515

Federal-Provincial Relations

Description: Information on the broad policy aspects of the relationship between the federal and provincial governments on environmental issues. *Topics:* Federal-Provincial Agreements and Accords; Canadian Council of Resource and Environment Ministers; Sustainable Development. *Access:* Files arranged by subject. ***Program Record Number:*** ENV POL 505

Northern Affairs

Description: Information on the policy aspects of the management of the northern environment and federal-provincial-territorial co-operation on environmental issues. *Topics:* Circumpolar co-operation; wildlife; endangered species; migratory birds. *Access:* Files arranged by subject. ***Program Record Number:*** ENV POL 510

Program Evaluation

Description: Evaluation frameworks, assessments and studies of departmental components, and related data. *Topics:* Departmental components that have been subject to one or more of these evaluation activities. *Access:* Reports are classified by evaluation component. *Storage Medium:* Hardcopy. (In many cases, only single copies exist.) ***Program Record Number:*** ENV POL 520

Personal Information Banks

■ Atmospheric Environment Service

Applications for Research Grants Science Subventions

Description: Each entry in the bank contains information of the following type: educational, financial support for research, new scientific concepts, personal statement of productivity, third party evaluation of the entry. All assessments and grants are processed at Atmospheric Environment Service headquarters from Canadian university faculty members. *Class of Individuals:* Faculty members of Canadian universities in the environmental sciences or faculties related thereto. *Purpose:* To provide information used in the annual selection of research proposals to be funded by this institute. *Consistent Uses:*

To assess research proposals in order to award research funds. ***Retention and Disposal Standards:*** Records kept less than five years, usually two years. ***TBS Registration:*** 001394 ***Bank Number:*** ENV PPU 010

Applications for Studentship in Meteorology or Atmospheric Science

Description: To provide personal and academic information used in the annual selection for the provision of studentships at Canadian universities. ***Class of Individuals:*** Canadian citizens and permanent residents who have graduated with 3.5 courses in physics and 4.5 courses in mathematics with a 66% average. ***Purpose:*** To assess potential recipients of studentships. ***Consistent Uses:*** To assess applications for AES Studentships. ***Retention and Disposal Standards:*** Two years. If the applicant becomes an employee, the application is placed on his/her personnel file. ***TBS Registration:*** 001397 ***Bank Number:*** ENV PPU 025

Applications for Visiting Fellowship Awards

Description: Contains information of the following types: demographics, employment, educational, personal references, third party evaluations. All assessments are processed at Atmospheric Environment Service headquarters. Awards are granted to visiting fellows for their work at headquarters. ***Class of Individuals:*** Generally restricted to environmental scientists who have recently completed their doctoral degrees. ***Purpose:*** To provide personal and academic information used in the annual selection of visiting fellows to this institute. ***Consistent Uses:*** To assess potential candidates for visiting fellowship awards. The file is shared with NSERC. ***Retention and Disposal Standards:*** Records are kept for less than five years, usually for three years. ***TBS Registration:*** 001395 ***Bank Number:*** ENV PPU 015

Post-graduate Fellowships

Description: Post-graduate fellowships are intended to provide financial assistance to Canadian citizens and permanent residents who are enroled in an MSc or PhD program in Meteorology and Atmospheric Services. ***Class of Individuals:*** Canadian citizens and permanent residents who have completed undergraduate degrees. ***Purpose:*** To provide information in the annual selection of candidates for post-graduate fellowship awards. ***Consistent Uses:*** Primary use is to assess fellowship applications. ***Retention and Disposal Standards:*** Records kept less than five years, usually two years. ***TBS Registration:*** 001396 ***Bank Number:*** ENV PPU 020

■ Conservation and Protection Service

University Research Support Fund

Description: Contains evaluations of proposals submitted by researchers at Canadian universities for funding consideration through the Canadian Wildlife Service. This bank contains an outline of projects, names of professors and personal data. ***Class of Individuals:*** Researchers at Canadian universities. ***Purpose:*** To evaluate and select proposals submitted by Canadian university researchers. ***Retention and Disposal Standards:*** The unfunded project files are kept for two years. Approved project files are retained for six years after completion of project. ***TBS Registration:*** 001399 ***Bank Number:*** ENV PPU 035

Water Resources Research Support Program (WRRSP)

Description: Contains project details including research plan, state-of-the-art reviews, budgetary requirements, progress reports, project reviews and assessments as well as personal data such as name and curriculum vitae. All files relate to scientists at Canadian universities. This bank is established and maintained at headquarters and is restricted to management personnel and research scientists within the directorate, but is occasionally extended to the service level, other services of the Department and to other departments. ***Class of Individuals:*** Scientists at Canadian universities. ***Purpose:*** To evaluate proposals submitted by researchers at Canadian universities for funding consideration. ***Retention and Disposal Standards:*** Unfunded project files are retained for two years, then discarded; funded project files are retained for six years after completion of project. The program was discontinued in 1986. Bibliographic data on funded reports are stored in Environment Canada's WATDOC. ***TBS Registration:*** 001398 ***Bank Number:*** ENV PPU 030

Wildlife Permit Information

Description: This bank contains information gathered from permits required by Act of Convention for the purposes of protecting, managing, and regulating the use of certain species of birds or animals and their habitat. Specific information includes the Migratory Birds Permit information, which is gathered under the legal requirements of the Migratory Birds Convention Act such as avicultural permits, taxidermists permits, scientific permits, migratory bird damage permits, airport permits, eiderdown permits, Cap Tourmente hunting permits, Migratory Birds Convention Act permits; banding and collecting permits, migratory game birds hunting permits and special permits. Information gathered by permits for the import, export or transit of endangered species is also contained in this database. ***Class of Individuals:*** Information such as names, addresses, telephone numbers, occupations, and type of permit requested are kept on individuals applying for Migratory Birds Permits in the five Canadian regions (Pacific and Yukon, Western and Northern Ontario, Quebec, and Atlantic Regions). ***Purpose:*** To compile information under the Migratory Birds Convention Act if any enquiries are made for legal or other purposes. ***Retention and Disposal Standards:*** Retention of 15 years; active for five years and dormant for ten years, then transferred to the National Archives of Canada for selective retention. ***TBS Registration:*** 001393 ***Bank Number:*** ENV PPU 005

■ Canadian Parks Service

Back Country Use Permits

Description: The bank contains information used to identify persons, vehicles and missing persons. ***Class of Individuals:*** Park visitors. ***Purpose:*** To provide records for monitoring Park use and identifying vehicles left at trail heads or road sides in emergency cases such as missing persons or bear problems; to control back country sites and facilities; to protect visitors. ***Consistent Uses:*** Provides an analysis of use of the back country, statistics, planning and rehabilitation. ***Retention and Disposal Standards:*** One year after expiry or when obsolete. ***TBS Registration:*** 001751 ***Bank Number:*** ENV PPU 067

Campground Registration

Description: The bank contains listings of campgrounds and campers. ***Class of Individuals:*** Campers. ***Purpose:*** To control campground allocation, provide revenue accountability, statistics, future planning and aid to visitors. ***Consistent Uses:*** Statistics, revenue, maintenance decisions and future planning. ***Retention and Disposal Standards:*** Records are maintained for a period of five years. ***TBS Registration:*** 001752 ***Bank Number:*** ENV PPU 068

Collecting Permits

Description: Contains copies of collecting permits which have been issued to individuals (professionals) who require specimens for research purposes. ***Class of Individuals:*** Individuals (professionals) who require specimens for research purposes. ***Purpose:*** To allow a controlled amount of access to material which will help in research. ***Retention and Disposal Standards:*** Files are retained for five years. ***TBS Registration:*** 001749 ***Bank Number:*** ENV PPU 061

Compensation for Loss of Fishing Rights, Kouchibouguac National Park

This bank contains copies of correspondence from individuals, the replies and official findings of the arbitrator and data supporting the decision to allow or disallow the claim for fishermen resident in the Kouchibouguac area. The purpose of this bank is to establish records of persons who have requested compensation for their loss of fishing privileges and income created by the establishment of Kouchibouguac National Park. It is used as a reference when new claims are received. Records are retained for approximately ten years. ***Bank Number:*** ENV PPU 050

Consultant, Contractor and Supplier Inventory

This bank includes a list of individuals, firms and institutions and may include work previously performed or underway, financial transactions, and the name of the principal. The bank's purpose is to maintain a record of consultants, contractors and suppliers with whom the Department has contracted or may potentially contract. It serves as an aid to selection and retention of consultants, contractors and suppliers. Retention periods have not yet been established. ***Bank Number:*** ENV PPU 055

Creel Census/Survey

Description: Information collected is not specific, i.e. name, address. It is generic i.e. sex, age group. Of interest to the Parks for fish management purposes only. ***Purpose:*** For research, evaluation and stocking and/or limits for fishing season. ***Consistent Uses:*** Provides information on fish catches and species for statistical use, fish stocking programs or fishing limits. ***Retention and Disposal Standards:*** 10 years – National Archives of Canada selective retention. ***TBS Registration:*** 001746 ***Bank Number:*** ENV PPU 052

Duck Hunting – Point Pelee

Description: Information collected on duck hunting in Point Pelee. Activity terminated 1990. ***Class of Individuals:*** Duck hunters. ***Purpose:*** For duck management purposes. ***Retention and Disposal Standards:*** 10 years – National Archives of Canada selective retention. ***TBS Registration:*** 001747 ***Bank Number:*** ENV PPU 053

Eligible Status for Domestic Wood Cutting and Rabbit Snaring

The bank contains a list of names and addresses of persons eligible for resident status for domestic wood cutting and rabbit snaring within Gros Morne National Park. The information relates to all heads of households within the area of the proposed Gros Morne National Park. The purpose of this information bank is to establish a list of persons eligible to cut wood and snare rabbits within the (proposed) Gros Morne National Park boundary. The list is to be used in making decisions regarding the granting of individual permits. The information will be used for administration purposes related to individual data subjects. It will also be used in the development of the forest management plan for the park. The information is retained in the park. Disposal criteria for this bank are to be established. ***Bank Number:*** ENV PPU 070

Fishing Licence

Description: This bank identifies licence holders. ***Class of Individuals:*** Park visitors (fishermen). ***Purpose:*** Information in this bank relates to the issuing of fishing licences. It is used to identify licence holders, to control the number of individuals fishing in the park, to restrict fishing to authorized areas, to support fish management and to ensure revenue accountability. ***Consistent Uses:*** Control use, set limits, set seasons, statistical purposes, fish stocking and Creel census/surveys. ***Retention and Disposal Standards:*** Files are kept for one year after they expire or become obsolete. ***TBS Registration:*** 001745 ***Bank Number:*** ENV PPU 051

Hazardous Activities

Description: The bank contains information on persons involved in hazardous activities, defines location, activity, number in group, etc. ***Class of Individuals:*** Park visitors. ***Purpose:*** To provide a record of Park visitors in case of overdue registration. ***Consistent Uses:*** Provides up-to-date information on use, locations, frequency, accidents, loss, or missing persons. ***Retention and Disposal Standards:*** One year. ***TBS Registration:*** 001753 ***Bank Number:*** ENV PPU 069

Hut Permits

Description: The bank contains information used to identify permit holders and verify reservations. ***Class of Individuals:*** Park visitors. ***Purpose:*** To maintain information relating to the use, periods of stay, numbers and length of season. ***Consistent Uses:*** To support decisions for maintenance, monitor and control use and ensure the safety of visitors. ***Retention and Disposal***

Standards: One year. ***TBS Registration:*** 001750 ***Bank Number:*** ENV PPU 066

Information Disclosures to Investigative Bodies

Description: This bank contains copies of privacy requests and replies as well as requests for disclosure to federal investigative bodies, forwarded by investigative bodies as listed in Schedule II of the Privacy Act under paragraph 8(2)(e) of the same Act. This bank also contains the replies to such requests and gives information related to their processing. It is used to verify the conditions of disclosure to federal law enforcement bodies which are stated in paragraph 8(2)(e) of the Privacy Act, and to report to the Privacy Commissioner on the number of access requests received annually. This bank is comprised solely of requests concerning persons for the purpose of law enforcement, and the replies to such requests. ***Class of Individuals:*** Individuals about whom requests for personal information have been received pursuant to paragraph 8(2)(e) of the Privacy Act from federal investigative bodies for the purpose of enforcing a law of Canada or a province, or carrying out a lawful investigation. ***Purpose:*** The purpose of this bank is to permit the Privacy Commissioner to review disclosures made under paragraph 8(2)(e) of the Privacy Act to federal investigative bodies for the purpose of enforcing a law of Canada or a province or for carrying out a lawful investigation. ***Retention and Disposal Standards:*** Records are retained for five years and are then destroyed. ***TBS Registration:*** 002326 ***Bank Number:*** ENV PPU 072

Law Enforcement – Investigations

Description: Contains names and addresses of persons charged with offenses in Parks, including details of investigation, litigation and court decisions. It includes information collected by Park employees and the R.C.M.P. during the course of investigations. ***Class of Individuals:*** Persons who are charged with offenses, officers who conduct investigation, lawyers, judges and witnesses involved in trials, if held. ***Purpose:*** For use in bringing offenders to justice; for Crown defence purposes; for compiling statistical information for reporting purposes; and for corrective action to prevent or reduce recurrence. ***Retention and Disposal Standards:*** Five years after which the information is transferred to the National Archives of Canada for selective retention. ***TBS Registration:*** 001755 ***Bank Number:*** ENV PPU 074

Mailing Lists

Description: Mailing lists with names and addresses. ***Class of Individuals:*** The private sector, government officials (MPs and MLAs) and associations. ***Purpose:*** For mailing of Management Plan Newsletters as part of the Management Planning Process. ***Consistent Uses:*** Used for public participation programs and public relations purposes. ***Retention and Disposal Standards:*** Six months or when superseded or reduced to machine operations. ***TBS Registration:*** 001748 ***Bank Number:*** ENV PPU 056

Park Visitor Surveys

Description: This bank contains information on visitors to National Parks, National Historic Parks and Sites and Heritage Canals. The information is collected by means of questionnaires or interviews administered to visitors at the time of their entry to or exit from the site. ***Class of Individuals:*** The survey population is made up of visitors to National Parks, National Historic Parks and Sites and Heritage Canals during the survey period. ***Purpose:*** The purpose of the bank is to compile a representative sample of visitors to heritage sites. ***Consistent Uses:*** The sample is used to identify a population from which to elicit more detailed profile information on visitors. The profiles of the actual visitors are compared with those of target groups within the Canadian public for whom the Parks Service's facilities and programs are designed. The information gathered will be used to contribute to formulating policy, planning and operation decisions related to the development and management of the government's National Parks, National Historic Parks and Sites and Heritage Canals. The addresses of the visitors may be used to link information in this bank with another containing detailed visitor activity and experience information, where the securing of the information is consistent with the purpose for which this information was collected. ***Retention and Disposal Standards:*** Records are retained for a total of ten years (active three years, dormant seven years), then transferred to the National Archives of Canada for selective retention. ***TBS Registration:*** 001944 ***Bank Number:*** ENV PPU 065

Realty Register Computer System

This bank contains information on the various realty agreements with the Parks Program: the type of lease, licence, permit, etc., term, appraised land value, rent and/or fee chargeable under the agreement against the property. The bank contains the land address, legal description, name and address of the document agreement holder. Another section of the bank holds information on transactions, assignments and mortgages. The purpose of this information is to maintain a registry of all such agreements to help administer such lands with respect to appraised land value, rents, use and lease renewal. Records are maintained for the period during which the lease, permit, etc. is held. ***Bank Number:*** ENV PPU 045

Resource Use Permits

Description: The bank identifies resource use and/or harvest activities permitted under regulation. ***Class of Individuals:*** Visitors, researchers and residents. ***Purpose:*** To identify permit holders using Park resources, and set restrictions. Examples include hunting, wood cutting and grazing. ***Consistent Uses:*** Monitor and control activities, compile statistics, survey use and plan future changes. ***Retention and Disposal Standards:*** One year after expiry or when obsolete. ***TBS Registration:*** 001754 ***Bank Number:*** ENV PPU 071

Socio-economic Research

Description: This bank contains information on visitors to National Parks, National Historic Parks and Sites, and Heritage Canals as well as information regarding the general public. The information is collected by means of surveys by questionnaire or interview, either at the entry to or exit from the site, or in off-site market research. Specific topics collected include visitors' names and addresses, user status, indices of social and economic activity and indices of social and economic impact. ***Class of Individuals:*** Cross-section of populations, Canadian and others, visiting National Parks, National Historic Parks and Sites and Heritage Canals. Members of the national and international public, as part of market research activities. ***Purpose:*** To maintain a record of information gathered in the course of socio-economic surveys and studies carried out by the Parks Program in support of the planning, development and operations of National Parks, National Historic Parks and Sites and Heritage Canals. ***Consistent Uses:*** To provide background information on visitors and potential visitors relating to site and facility planning and market research. ***Retention and Disposal Standards:*** Total ten years, active three years, dormant seven years, then transferred to National Archives of Canada for selective retention. ***TBS Registration:*** 001400 ***Bank Number:*** ENV PPU 060

■ Finance and Administrative Service

Access Request Data Bank

Description: Contains the access request forms sent by persons requesting access to their files, the replies to such requests, and information relating to their processing. ***Class of Individuals:*** Individuals making Access to Information Act and Privacy Act requests. ***Purpose:*** To process access requests only, and to determine the number of access requests received annually. ***Retention and Disposal Standards:*** Two years. ***TBS Registration:*** 001401 ***Bank Number:*** ENV PPU 075

Employment Applications

Description: This bank can contain employment applications, personal information and curricula vitae from people wishing to work for the Department. All the applicants are registered in the bank. It is established on a regional basis, by service. The bank is used to hold information sent by the candidates. ***Class of Individuals:*** Anyone applying for employment with the Department. ***Purpose:*** The information contained in this bank is used for staffing purposes. ***Consistent Uses:*** Limited to present and future staffing purposes. ***Retention and Disposal Standards:*** Maximum five years, normally destroyed after two years. ***TBS Registration:*** 001402 ***Bank Number:*** ENV PPU 080

General Permit

This bank contains information which is used to identify the permit holder, the authorized activity, the location and the period. This information relates to visitors and employees. The information was obtained to control park activities. Consistent uses are to allow special activities in the park which require authorization, but for which there is no specific permit. Records are retained for one year. ***Bank Number:*** ENV PPU 085

Manuals

Federal Environmental Assessment Review Office

- Environmental Assessment and Review Process Guidelines Order of June 1984
- Environmental Assessment Panel Reports
- Occasional Papers Series
- Scientific and Research Publications

Canadian Parks Service

- Act on National Battlefields of Quebec
- Heritage Canals Regulations
- Historic Sites and Monuments Act
- National Battlefields of Quebec
- National Historic Parks General Regulations
- National Historic Parks Wildlife and Domestic Animals Regulations
- National Parks Act
- National Parks Regulation
- Parks Administrative and Management Directives (Volumes 1-6)
- Parks Policy
- Policy on Federal Heritage Buildings

Conservation and Protection

- Analytical Methods Manual (for water quality)
- AQUAREF (database of references to scientific and technical literature on water resources)
- Canada Migratory Birds Convention Act and Regulations
- Canada Wildlife Act
- Canadian Wildlife Service Sign Manual
- CITES Reports
- DREF (on-line reference to water resource numerical databases)
- Federal Guidelines for the National Flood Damage Reduction Program
- Federal Policy on Land Use
- Guidelines for Joint Federal-Provincial River Basin Planning Projects
- Guidelines for Wildlife Policy in Canada
- Hydrodynamic Model Documentation Manual
- Water Management Model Manual
- Hydrologic Design Methodologies for Small Scale Hydro at Ungauged Sites
- Hydrometric Surveys – Field and Office Manual (approximately 45, including manuals on HYDAT – a database for streamflow and water level data)
- Migratory Bird Sanctuary Regulations
- Migratory Birds – Bird Banding Manual
- Monograph Series
- NAQUADAT – Guide to Interactive Retrieval (for water quality data)
- Occasional Papers Series
- Progress Notes Series
- Sampling for Water Quality
- Scientific and Technical Publications Report Series
- Small-Hydropower Handbook for British Columbia
- Transactions of Federal-Provincial Wildlife Conferences
- Water Supply Constraints to Energy Development – Users' Manual
- Water Use Analysis Model Manuals
- Wildlife Area Regulations

Atmospheric Environment Service

- Aviation Weather Services Booklet
- Abstracting Recorded Precipitation
- Conversion Tables
- Data Acquisition Reference Manual (METNET/RESMET)
- Evaporation
- General Operations Reference Manual
- Manual of Aviation Weather Information (MAWIS/GAMA)
- Manual of Climatological Observations
- Manual of Marine Weather Observing (MANMAR)
- Manual for Port Meteorological Officers (MANPORT)
- Manual of Presentation Standards, 1987 (MANPRES)
- Manual of Procedures for Recovering Cost of Providing Specialized Services and Products (MANREV)
- Manual of Standard Procedures for Issuing Aviation Forecast Bulletins, Advisories and Messages (MANAIR)
- Manual of Standard Procedures for Public Weather Services (MANPUB)
- Manual of Surface Weather Observations (MANOBS)
- Manual of Upper Air Observations (MANUPP)
- Manual of Weather Observing for Auxiliary Ships Operating on the Great Lakes and St. Lawrence River (MANLAKE)
- Manual of Word Abbreviations (MANAB)
- Meteorological Radiofacsimile Broadcast for Mariners
- Offshore Weather Observing Stations (no longer published, 1987)
- Radar Handbook
- Scale of Issue Manual (METSCAL)
- Snow Surveying
- Soil Temperature
- Solar Radiations
- Sunshine
- Supplementary Aviation Weather Observations
- The Transmission of Ships' Weather Reports to Coastal Radio Stations
- Users' Guide to Autostations
- Wind

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Department's programs and functions may also be directed to the following addresses:

Conservation and Protection Service

Environment Canada
16th Floor, Place Vincent Massey,
351 Saint-Joseph Boulevard
Hull, Quebec
(Mail: Ottawa, Ontario K1A 0H3)
(819) 953-1100

Federal Environmental Assessment Review Office

Environment Canada
13th Floor, Fontaine Building
200 Sacré-Coeur Boulevard
Hull, Quebec
(Mail: Ottawa, Ontario K1A 0H3)
(819) 997-1000

Atmospheric Environment Service

Environment Canada
4905 Dufferin Street
Downsview, Ontario
M3H 5T4
(416) 739-4147

Canadian Parks Service

Environment Canada
Les Terrasses de la Chaudière,
4th Floor, 10 Wellington Street
Hull, Quebec
(Mail: Ottawa, Ontario K1A 0H3)
(819) 994-5073

Regional Offices – Conservation and Protection Service

Pacific and Yukon Region

Environment Canada
Kapilano 100, Park Royal
West Vancouver, British Columbia
V7T 1A2
(604) 666-5890

Western and Northern Region

Environment Canada
4999 – 98 Avenue
Edmonton, Alberta
T6B 2X3
(403) 468-8065

Ontario Region

Environment Canada
25 St. Clair Avenue East, 6th Floor
Toronto, Ontario
M4T 1M2
(416) 973-8636

Quebec Region

Environment Canada
1141 Route de l'Église
P.O. Box 10100
Ste-Foy, Quebec
G1V 4H5
(418) 648-4077

Atlantic Region

Environment Canada
Queen's Square, 5th Floor
45 Alderney Drive
Dartmouth, Nova Scotia
B2Y 2N6
(902) 426-7648

Regional Offices – Canadian Parks Service

Director General
Atlantic Region
Historic Properties
Upper Water Street
Halifax, Nova Scotia
B3J 1S9
(902) 426-8951

Director General
Ontario Region
111 Water Street
Cornwall, Ontario
K6H 6S3
(613) 938-5782

Director General
Quebec Region
3 Buade Street
P.O. Box 6060
Haute Ville, Quebec
G1R 4V7
(418) 648-4042

Director General
Prairie and Northern Region
Confederation Building, 4th Floor
457 Main Street
Winnipeg, Manitoba
R3B 3E8
(204) 983-2912

Director General
Western Region
220 Fourth Avenue Southeast, Room 552
P.O. Box 2989
Calgary, Alberta
T2P 3H8
(403) 292-4534

Reading Room

In accordance with the Access to Information Act, our departmental libraries have been designated as public reading rooms: The addresses are:

Departmental Library
Chaudiere Branch
Les Terrasses de la Chaudière, Mezzainine
10 Wellington Street
Hull, Quebec

Departmental Library
Place Vincent Massey, 2nd Floor
351 Saint-Joseph Boulevard
Hull, Quebec

Export Development Corporation

Chapter 45

General Information

NOTE: THE EXPORT DEVELOPMENT CORPORATION IS NOT SUBJECT TO THE ACCESS TO INFORMATION ACT.

Background

The Export Development Corporation (EDC) was established on October 1, 1969, by the Export Development Act. The Export Development Corporation is an agent of Her Majesty in right of Canada and is a Crown corporation whose shares may be owned only by Canada. It is accountable for its affairs to Parliament through the Minister for International Trade. Both the Export Development Corporation and its predecessor, the Export Credits Insurance Corporation which commenced operations in 1944, were created to facilitate and develop trade between Canada and other countries.

The Corporation achieves this through a wide range of insurance, guarantee and financing services not normally provided by the public sector.

The Export Development Corporation's services are provided to help Canadian exporters who offer products competitive in price, quality, delivery and service, to compete internationally.

Information Holdings

Personal Information Banks

Access Request Data Bank

Description: This bank contains the access request forms sent by individuals requesting information about themselves held by the Corporation; the replies to such requests and information related to their processing. *Class of Individuals:* Current and former employee and the general public. ***Purpose:*** For processing access requests only and to report on the number of requests received annually. Records are maintained in chronological order under the name of the individual requesting the information. ***Retention and Disposal Standards:*** Records retained for two years or until such time as the individual has had the opportunity to exercise all his or her rights under the Privacy Act. ***TBS Registration:*** 000150 ***Bank Number:*** EDC PPU 005

Classes of Personal Information

In the course of conducting the programs and activities of the Export Development Corporation, categories of personal information not used for administrative purposes may be accumulated. Such personal information includes, among other things, general biographies of individuals in relation to EDC's program services. This form of personal information is retrievable if specifics are provided concerning transactions filed e.g. names of exporters, countries and projects, rather than by name of individual or other personal identifier.

Other information provided by or about individuals may also be found in corporate record holdings such as information services, telecommunications, accounts payable and library files. This class of personal information is retrievable only if the requestor identifies, in sufficient detail, the subject of the information that they wish to access. The retention periods are controlled by the record schedules of the general subject files in which they are stored.

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the department and its programs and activities may be directed to:

Privacy Coordinator
Export Development Corporation
151 O'Connor Street
P.O. Box 655
Ottawa, Ontario
K1P 5T9
(613) 598-2899

External Affairs and International Trade Canada

Chapter 46

General Information

Background

The Department of External Affairs and International Trade Canada was established by an Act of Parliament in 1909 to deal with Canada's relations with other governments within the British Empire and with foreign states. In 1981, the foreign operations of the immigration service were brought into the Department. In January 1982, there was a fundamental reorganization to include the foreign trade operation. Since then, two additional cabinet ministers, a Minister for International Trade and a Minister for External Relations have been appointed. The new Department of External Affairs and International Trade Canada Act came into force on December 7, 1983. The name change to External Affairs and International Trade Canada (EAITC) was effected in 1989.

Responsibilities

The Department of External Affairs and International Trade Canada has the primary responsibility for the promotion and protection of Canada's interests abroad and the conduct of Canada's relations with other countries. Its main functions are to ensure the effective representation of Canada in other countries and in international organizations including close contact, communications and negotiation with other governments and organizations through Canada's extensive network of representatives abroad; to evaluate information about political, economic and other developments likely to affect Canada's interests; to give advice to the government, often in consultation with other departments, on the formulation and implementation of policies and programs with international dimensions; to ensure the coordination of the external aspects and application of national policies for export trade promotion, defence and security, development assistance, immigration, and cultural and scientific exchanges; to reflect to peoples abroad the bilingual and multi-cultural character of Canadian society; and to provide protection and assistance to Canadian citizens abroad.

Legislation

- Asia-Pacific Foundation of Canada Act, R.S.C. 1985, chapter A-3
- Canada-United States Free Trade Agreement Implementation Act, S.C. 1988, chapter 65
- Canadian Commercial Corporation Act, R.S.C. 1985, chapter C-14
- Canadian Institute for International Peace and Security Act, R.S.C. 1985, chapter C-18
- Cultural Property Export and Import Act, R.S.C. 1985, chapter C-51
- Department of External Affairs and International Trade Canada Act, R.S.C. 1985, chapter E-22
- Diplomatic and Consular Privileges and Immunities Act, R.S.C. 1985, chapter P-22
- Export Development Act, R.S.C. 1985, chapter E-20
- Export and Import Permits Act, R.S.C. 1985, chapter E-19
- Food and Agriculture Organization of the United Nations Act, R.S.C. 1985, chapter F-26
- Foregiveness of Certain Official Development Assistance Debts Act, S.C. 1987, chapter 27
- Foreign Extraterritorial Measures Act, R.S.C. 1985, chapter F-29
- Fort-Falls Bridge Authority Act, S.C. 1970-71-72, chapter 51
- Geneva Conventions Act, R.S.C. 1985, chapter G-3
- International Boundary Waters Treaty Act, R.S.C. 1985, chapter I-17
- International Development (Financial Institutions) Assistance Act, R.S.C. 1985, chapter I-18
- International Development Research Centre Act, R.S.C. 1985, chapter I-19
- Meat Import Act, R.S.C. 1985, chapter M-3
- Mutual Legal Assistance in Criminal Matters Act, S.C. 1988, chapter 37
- Privileges and Immunities (International Organizations) Act, R.S.C. 1985, chapter P-3
- Privileges and Immunities (North Atlantic Treaty Organization) Act, R.S.C. 1985, chapter P-24
- Prohibition of International Air Services, R.S.C. 1985, chapter P-25
- Rainy Lake Watershed Emergency Control Act, S.C. 1939, chapter 33
- Roosevelt Campobello International Park Commission Act,S.C. 1964-65, chapter 19
- Skagit River Valley Treaty Implementation Act, S.C. 1984, chapter 11
- Softwood Lumber Products Charge Act, S.C. 1987, chapter 15
- State Immunity Act, R.S.C. 1985, chapter S-18
- Territorial Sea and Fishing Zones Act, R.S.C. 1985, chapter T-8
- Treaties of Peace (Italy, Romania, Hungary and Finland) Act, S.C. 1948, chapter 71
- Treaties of Peace (Japan) Act, S.C. 1952, chapter 50
- United Nations Act, R.S.C. 1985, chapter U-2

Organization

PLEASE NOTE: In 1991, the Department underwent a Corporate Review which altered reporting relationships and groupings among headquarters units. There changes have not been made to this text at the time of publication but will be included in the next revision. No substantive change has been made to the databank information.

Department headquarters in Ottawa supervises regional passport offices in Canada and missions abroad bearing different names and performing varying functions. Within Canada, the international trade centres co-managed by the Department of External Affairs and International Trade Canada and the Department of Industry, Science and Technology support the export promotion program of the Department.

The Department headquarters in Ottawa is organized into the Office of the Under-Secretary of State for External Affairs and International Trade Canada and 12 branches, each under an assistant deputy minister, which supervise the work of the Department on a geographic, functional or administrative basis. Each branch is divided into two or more bureaus, each under a director general. The bureaus in turn are separated into divisions, each under a director. There are two autonomous bureaus that report directly to the Associate Under-Secretary: Policy Development Bureau and Corporate Management Bureau.

Autonomous agencies reporting to Parliament through the Secretary of State for External Affairs and International Trade Canada include the Foreign Claims Commission, the International Boundary Commission, the International Joint Commission, the Roosevelt Campobello International Park Commission, the Canadian International Development Agency, the International Development Research Centre, the Asia-Pacific Foundation and the Canadian Institute for International Peace and Security. With the restructuring of the Department, the Export Development Corporation and the Canadian Commercial Corporation have been added, and ministerial responsibility for these corporations has been delegated to the Minister for International Trade.

■ Office of the Under-Secretary

The Under-Secretary, as deputy head, bears general responsibility for departmental policy and objectives. There is an associate under-secretary, who shares the management and direction of the Department, and a deputy minister for international trade. The 12 branches are each under an assistant deputy minister. There are also special ambassadors, based in Ottawa, for multilateral and Canada-United States trade negotiations, and for disarmament.

■ Missions Abroad

The Department of External Affairs and International Trade Canada Act defines "head of mission" in broad terms. There are at present 60 ambassadors resident abroad, 18 high commissioners to Commonwealth countries, 17 consuls-general, one commissioner and eight resident heads of mission to international organizations giving a total of 104 posts abroad, a figure which may vary slightly from time to time. Many ambassadors and high commissioners are doubly accredited, which adds 79 more countries to the list of those where Canada is represented. There are, in addition, 48 honorary consuls in cities with no other resident representative of Canada. Full details may be found in the publication Canadian Representatives Abroad, issued annually. One hundred and three countries have diplomatic missions in Ottawa and another 48 have non-resident accreditation. Many countries have consulates in principal cities throughout Canada.

■ International Organizations

Canada has permanent missions to international organizations. There are missions to the United Nations (UN) in New York and in Geneva, the latter also accredited to the Secretariat of the General Agreement on Tariffs and Trade (GATT) and to the five UN specialized agencies located there. There are permanent representatives to the UN Industrial Development Organization (UNIDO) and to the International Atomic Energy Agency (IAEA), both in Vienna; to the UN Centre for Human Settlements (HABITAT) and to the UN Environment Program (UNEP), both in Nairobi; and to the Food and Agriculture Organization (FAO) in Rome. There is also a permanent delegation to the UN Educational, Scientific and Cultural Organization (UNESCO) in Paris.

There are permanent missions to the North Atlantic Treaty Organization (NATO) in Brussels; to the European Communities (EC), also in Brussels; to the Organization for Economic Co-operation and Development (OECD) in Paris; and to the Organization of American States (OAS) in Washington. There are delegations to the Negotiation on Conventional Armed Forces in Europe (CFE) and to the Negotiations on Confidence- and Security-Building Measures, both in Vienna. There is a representative to the International Civil Aviation Organization (ICAO), with headquarters in Montreal.

■ Office for Multilateral Trade Negotiations

The Office for Multilateral Trade Negotiations, headed by an Assistant Deputy Minister, is responsible for the conduct of the present round of multilateral trade negotiations under the General Agreement on Tariffs and Trade (GATT). It is located at 125 Sussex Drive, C-3, Ottawa, K1A 0G2.

■ Office of the Inspector General

The Inspector General provides information and advice to senior management practices and performance. He is responsible for the Department's inspection and internal audit services. Supported by internal auditors, the Inspector General visits posts abroad and provides independent assessments of the efficiency and effectiveness of their programs. Upon request, he undertakes inquiries on selected issues of concern or interest to senior management, at posts abroad or at Headquarters.

■ Office for Federal-Provincial Relations

The Office is responsible for providing policy advice and coordination on federal-provincial relations generally. It works closely with senior management and with other units in the Department to support their relations with the provinces and to ensure that the international interests and activities of the provinces are compatible with the Department's general responsibility for the conduct of Canada's foreign relations. The coordinating role of the Office includes overseeing the Department's information service to the provinces, which keeps the latter informed of important Canadian foreign policy and operational developments. It also involves providing assistance with regard to specific provincial activities abroad, e.g., opening of offices, negotiation of administrative arrangements, visits of premiers and delegations, as well as making arrangements for visits of foreign visitors to the province. In addition, it acts, when necessary or appropriate, as point of contact for provincial requests for departmental services.

■ Office of Access to Information and Privacy

This unit, headed by a coordinator, is responsible for the Department's compliance with the Access to Information Act, which provides access to information under the control of the Government of Canada, and with the Privacy Act, which protects the privacy of individuals and provides individuals with a right of access to personal information about themselves.

■ Office of Protocol

The Chief of Protocol, through the Office of Protocol, handles the accreditation and appointment of foreign diplomatic and consular representatives to Canada, and that of Canadian heads of diplomatic and consular missions to other countries. This involves questions of diplomatic and consular privileges and immunities, respecting both foreign representatives in Canada and Canadian representatives abroad. The Chief of Protocol is the principal liaison between the Department and the Diplomatic Corps accredited to Canada. This office plans, organizes and manages state and official visits to Canada and participates in the logistical planning and conduct of travel abroad by the Governor General, the Prime Minister, the Secretary of State for External Affairs and International Trade Canada, the Minister for International Trade and the Minister for External Relations. In addition, the Office organizes, arranges, and manages official hospitality functions for the ministers and senior officials of the Department.

■ Corporate Management Bureau

This bureau is concerned with the overall planning, evaluation and improvement of the Department's operations and management, including the allocation of resources. The Bureau includes the Cabinet Liaison and Coordination Secretariat which ensures that the three ministers of the Department receive full information and briefing on the international and departmental implications of submissions to Cabinet. It also coordinates departmental submissions to Cabinet. As a secretariat it serves principal committees of the Department; coordinates official visits abroad, visits by foreign representatives to Canada, and representation at major international meetings; and provides the departmental liaison for parliamentary relations.

■ Policy Development Bureau

The divisions of the Bureau provide advice to senior management of the Department on medium- and long-term policy and on new policy options and directions. They provide advice in both political/strategic and trade/economic policy areas.

■ COSICS Project Office

The COSICS Project Office is responsible for the implementation of the Canadian On-line Secure Information Communication System (COSICS). COSICS will permit desk-to-desk secure communications across External Affairs and International Trade Canada' world-wide network. Phase I includes site preparation, planning, and installation of COSICS in 14 American missions, as well as selected areas of headquarters. The Project Office is responsible for ensuring that the prime contractor delivers a system that meets the Department's requirements and that departmental procedures and practices are compatible with the new system.

Legal, Consular and Immgration Affairs Branch

In addition to the Bureaus listed below, the Legal, Consular and Immigration Affairs Branch includes a unit that gives advice on domestic law.

■ Legal Affairs Bureau

The Bureau is divided into the following three divisions:

Legal Operations Division: Handles legal issues related to the UN and other multilateral institutions, peace and security, maritime boundaries, the environment, fisheries, the law of the sea and humanitarian law.

Economic and Trade Law Division: Provides advice on subjects such as investment, transport and communication, energy, intellectual property, extraterritoriality, science and technology, as well as the Free Trade Agreement, the GATT and other trade agreements. It is also concerned with the protection of Canadian citizens' property interests abroad and with claims arising from the nationalization of property by foreign governments.

Legal Advisory Division: Provides services related to private international law, such as the authentication of Canadian certificates and documents, and advice on federal-provincial aspects of international relations, sovereign immunity, recognition of states, protection of Canadian citizens, and diplomatic and consular privileges and immunities. The Treaty Section of this division provides advice on the drafting of treaties and treaty-making procedures and it maintains a registry of all Canadian treaties and international arrangements. The Bureau houses an extensive international law library.

■ Consular and Immigration Affairs Bureau

Since April 1981, the Department of External Affairs and International Trade Canada has been responsible for the delivery of the Immigration Program abroad. The Canada Employment and Immigration Commission (CEIC) sets overall policy and administers the Immigration Act and the Immigration Program in Canada.

Immigration and Refugee Affairs Division: Provides guidance to posts abroad on the delivery of both the Immigration and Refugee programs and humanitarian assistance. The programs divisions in the geographic bureaus are responsible for the day-to-day management of immigration programs in the countries of their regions. Visa sections located in many Canadian missions abroad handle the selection and processing of immigrants and visitors.

Policy and Operations Divisions: Responsible for the protection of, and assistance to, Canadian citizens abroad who encounter difficulties or require government services. In some countries there are honorary consuls to assist Canadians.

Geographic Branches

For the conduct of external relations, the world has been divided into five geographic regions, each constituting a branch under an assistant deputy minister. These are: Africa and the Middle East, Asia and the Pacific, Europe, Latin America and the Caribbean, and the United States. Each branch is divided into sub-regional bureaus, with further separation into divisions. The responsibilities and activities of the geographic bureaus have much in common and are best described together.

Each bureau is responsible for the management and coordination of the full range of relations with its region. Included are the operations of the Canadian posts abroad in their area, their guidance and instruction, and the provision and allocation of resources to them. Under the Department of External Affairs and International Trade Canada Act, a head of mission, as defined, has the management and direction of the mission and the supervision of the official activities of the various Canadian departments and agencies in the country in question.

The work of the geographic bureaus is distributed among three types of divisions: relations, trade development, and programs. The relations divisions handle bilateral political and economic relations; country, sub- regional and regional analysis and policy; and, where appropriate for Third World countries, aid relations. All the trade development divisions handle export promotion. Most of them deal in tourist promotion in conjunction with Tourism Canada, fairs and trade missions, and some are concerned with investment development. The trade development divisions are the main point of contact for the business community. The programs divisions are concerned with immigration and, in some cases, refugees and family reunification, cultural and academic relations, public affairs, including information activities, and the management of visits to and from the area in question.

The structure of the three United States bureaus differs somewhat from that of the other bureaus, as they handle a large number of additional issues and problems. Some of these relate to the size and importance of our trading and investment relationship and the need to resolve trade disputes. Others are of a transboundary character, such as air and water pollution, the export of energy, trucking and broadcasting, and the work of the International Joint Commission and of the International Boundary Commission.

International Trade Development Branch

■ Trade Development Policy and Liaison Secretariat

The Secretariat acts as a coordinating body for trade development policy and liaison issues. It provides strategic planning and evaluation for trade development programs and initiatives; formulates trade consultation strategies; and provides support to senior management and ministers in these areas. The Secretariat also coordinates the Department's contact with the private sector regarding trade development programs and initiatives via trade and export associations, the provinces and other government departments. It supports senior management and Ministers through the organization of federal-provincial consultations and meetings on trade issues. The Secretariat is also responsible for the financial management of the International Trade Development Branch including budgets, payments and procedures.

■ Export Development Programs and Services Bureau

The Bureau is the locus of management of a broad number of programs and services which are provided to support the International Trade, Investment and Tourism programs in Canada and in missions throughout the world. Areas of activity consist of the management of the Program for Export Market Development which assists Canadian firms to undertake market development activities abroad; the functional management of International Trade Centres in all provinces of Canada; the management of the Investment Development Program; the operation of Canada Export Trade Month and other exporter education and awareness programs as well as the management of the Centres for International Business Studies. The Bureau undertakes evaluation and analysis of the International Trade program through the operation of the Trade Tracking System, and the Export and Investment Promotion Planning System. WIN Exports, the principal sourcing system of the Department, has been developed and is managed by the Bureau, which is also responsible for transportation and trade service matters, including support for the process of Canada's international air negotiations.

■ Agri-Food, Fish and Resource Products Bureau

The Bureau acts as a focal point for the Canadian agriculture, food, fisheries, fish processing and resource industries. Bureau Trade Commissioners counsel exporters on programs and services, identify export opportunities and buyers for Canadian products, assist in the development of export marketing plans, provide guidance on regulatory export market requirements, visit exporters in Canada, recruit participants for trade fairs and missions, and sponsor specialized seminars and trade events. Financial assistance may be provided under the Program for Export Market Development (PEMD) to reduce risks in developing new export markets. The Bureau's Trade Commissioners also keep track of access conditions in export markets to facilitate the export activities of individual firms and the programs of international trade negotiations.

■ Capital Projects and Secondary Industries Bureau

This bureau provides programs and services to the export community through two sector-oriented divisions, Machinery Transportation and Consumer Goods, and one service division, Export Finance and Capital Projects.

The sector divisions provide sourcing services to posts abroad, formulate policies and programs to expand exports on a sectoral basis, and act as a focal point for firms, associations and other government departments. They also disseminate marketing information for a wide range of activities including secondary machinery (environment, forestry, power, oil and gas, and automotive), transportation equipment, apparel, footware, health care equipment, cultural industries and sporting goods.

Export Finance and Capital Projects Division: Responsible for coordinating the export programs for capital projects, countertrade and Canada Account export financing. The Division is the departmental contact point for the Export Development Corporation and the Canadian Commercial Corporation. It also monitors the activities of International Financial Institutions and administers the Cost Recoverable Technical Assistance Program.

■ Defence Programs and Advanced Technology Bureau

This bureau was created to advance Canadian international interests in science and technology, and to provide advanced technology companies with export marketing assistance in order to facilitate the establishment of strong links with foreign customers and governments, thereby enhancing Canadian access to international markets. The Bureau exists to support companies in their efforts to take advantage of the enormous potential offered by defence contacts for finished products, and for research and development. Bureau trade commissioners specializing in these important sectors provide Canadian business interests with advice and guidance in support of their international activities.

Economic and Trade Policy Branch

■ Trade Policy Bureau

This bureau consists of the Services and General Trade Policy Division, the GATT Affairs Division, the Agricultural Trade Policy Division, the Industrial Trade Policy Division, and the Resources and Commodity Trade Policy Division. The Bureau is responsible for the development and review of general trade policy, including import policy, the coordination and management of Canada's participation in the General Agreement on Tariffs and Trade, international aspects of agricultural trade policy and industrial policy, and the development of domestic policies in the resource sector to ensure that full advantage is achieved in the multilateral trade framework.

■ Economic Policy Bureau

The Bureau is responsible for the coordination and development of policy on international economic issues and the advancement of Canadian economic interests in the international sphere. It consists of: the International Economic Relations Division, the International Financial and Investment Affairs Division, the Economic Relations with Developing Countries Division, and the Energy and Environment Division.

■ Special Trade Relations Bureau

This bureau is responsible for policy development, and implementation and administration of import and export control measures under the authority of the Export and Import Permits Act and Regulations. It also handles international nuclear issues. The Bureau consists of: the Import Controls I Division (textiles and clothing), the Import Controls II Division (agricultural goods, steel and other commodities) the Export Controls Division (military, nuclear and strategic goods), the Nuclear Division, and the Administration and Data Processing Division.

Political and International Security Affairs Branch

■ International Organizations Bureau

This bureau coordinates Canada's general participation in the United Nations and most of the specialized agencies, and institutions that form part of the UN system. It also includes the Commonwealth Division which coordinates Canada's multilateral relations with the Commonwealth countries.

■ Summit and Francophone Affairs

This unit, headed by a federal coordinator for la Francophonie, has responsibility for the coordination of Canada's role and activities in La Francophonie, particularly for ensuring the implementation of Canadian contributions to the decisions taken at the Summits, and for the overall participation by Canada in existing Francophone intergovernmental or non-governmental institutions.

■ International Security and Arms Control Bureau

The Bureau consists of the Arms Control and Disarmament Division and the Defence Relations Division. It is responsible for the preparation of policy on arms control and disarmament, in liaison with the Department of National Defence and other departments and agencies, for briefing Canadian delegations attending arms control and disarmament meetings, and for the coordination and preparation of policy proposals on the defence aspects of Canada's foreign policy, including NATO; NORAD and other bilateral defence relationships; peacekeeping; and military training assistance.

■ Foreign Intelligence Bureau

This bureau produces current and long-term political and economic intelligence assessments and has contacts with other departments and governments for the exchange and dissemination of intelligence. The Bureau also conducts a program of interviews to obtain first-hand knowledge from Canadian residents about certain foreign countries.

■ Security Services Bureau

The Bureau consists of the Security Division and the Emergency Coordination Division. It is responsible for the personal safety of the Department's personnel abroad, the security of property and sensitive information in Ottawa and abroad, and for liaison with other departments and governments on national security questions involving foreign relations. It is also responsible for Canadian government policy and countermeasures to deal with international terrorism, continency planning and crisis management.

Communications and Culture Branch

■ International Cultural Relations Bureau

The Bureau consists of: the Academic Relations Division (including the Historical Section), and the Arts Promotion Division. It is responsible for the development of a sustained interest in Canada among members of the academic community abroad, especially in certain countries; the promotion of tours abroad by Canadian performing artists; the exhibition of Canadian art; the encouragement of the presence of international students in Canadian post-secondary institutions; the support of cultural and educational industries in capturing markets abroad; the promotion of international exchanges for post-secondary students and young workers; international cultural policy issues and historical research.

■ Foreign Policy and General Communications Bureau

The Bureau is responsible for fostering an understanding of Canada's foreign policy, answering enquiries from Canadians on external relations, and determining policies and activities to support the public information programs of Canadian missions abroad. It consists of the Domestic Communications Division, the External Communications Division, and Library Services, which operates the Department's library in Ottawa and provides an International Trade Data Bank that Canadian exporters can access to learn about international trade flows. It also promotes Canada's interests abroad through sports.

■ Trade Communications Bureau

This bureau is responsible for developing and implementing, in close collaboration with other trade development sections of the Department, export information programs for Canadian business and communications support for trade policy and trade development initiatives. It publishes CanadExport, a bi-weekly newsletter that circulates widely in the business community, and operates the trade information centre, InfoExport, on the main floor of the Pearson Building in Ottawa. The Trade Communications – Abroad Division provides communications support to trade and investment policies and programs which will assist foreign audiences in identifying Canadian commercial and economic opportunities. A division of this bureau handles Canadian participation in world expositions registered by the Bureau International des Expositions in Paris.

■ Media Relations Office

The Media Relations Office maintains a continuing working relationship with Canadian journalists and with foreign journalists appointed in Canada, in order to promote public awareness of Canadian foreign policy issues and initiatives. As the departmental focal point for contacts with the media, it provides information on all aspects of Canada's foreign policy and departmental operations. It participates in the planning of media-oriented activities and in developing communications strategies on high-visibility issues. The Office arranges press conferences for ministers, at home and abroad, and briefings by departmental officials. It issues press releases for the Department and ministers containing formal announcements from the Department and texts of statements and speeches by ministers. It assists Canadian journalists going abroad on assignment and makes arrangements for journalists accompanying ministers when they visit other countries or attend international conferences. It also organizes programs for members of the press accompanying foreign leaders on official visits to Canada.

Finance and Administration Branch

This branch serves the Department in Ottawa and Hull and the missions throughout the world through four bureaus.

■ Passport Bureau

The Bureau issues passports to Canadian citizens in Canada and provides guidance and operational support to Canadian missions issuing passports abroad. The main passport office in Hull has a public counter and there is also a counter in Ottawa. There are 21 regional offices: Calgary, Edmonton, Fredericton, Halifax, Hamilton, Jonquière, London, Montreal, Quebec, Regina, Saint Laurent, St. John's, Saskatoon, Scarborough, Toronto, North York, Thunder Bay, Vancouver, Victoria, Windsor and Winnipeg. The Bureau also issues Certificates of Identity and United Nations Refugee Convention travel documents to non-Canadian residents who are eligible to receive them.

■ Finance and Headquarters Administrative Services Bureau

This bureau directs the Department's expenditure accounting operations at home and abroad. It designs, develops and operates the Department's financial planning and analysis system, including the preparation and presentation of the departmental budget estimates and plans.

Headquarters Administrative Services: Support the Department by providing office space and the delivery of services such as furniture, equipment and supplies and inventory data.

■ Information Resource Management Bureau

This bureau is responsible for providing support services to the Department at home and abroad through three divisions:Telecommunications, Records Information Management and Information Systems. Major activities are: a global, secure, common communications service for all government departments represented abroad; diplomatic courier, mail management and messenger services; automated information storage and retrieval; records management and guidance; EDP coordination, systems analysis and project management; centralized word processing and office automation services; publishing and printing; telephones and audio-visual technical support; and technical and communications security coordination and audit.

■ Physical Resources Bureau

This bureau is responsible for the Department's Long Range Capital Program directed at increasing Crown ownership of properties abroad; and for the provision of chanceries and official residences through lease, purchase or design and construction. In addition, the Bureau is responsible for interior design services for accommodation abroad; the acquisition of all materiel assets; and supervision of maintenance of overseas government properties. It performs a number of administrative functions relating to staff quarters at missions, and administers the Department's display collection of Canadian works of art.

Personnel Branch

The Branch, which is concerned with the whole range of the Department's human resources, handles recruitment, training and development, staffing and service abroad, appraisal, promotion and remuneration of officers and administrative staff, as well as, to some extent, locally engaged employees abroad. Some headquarters personnel are classified as non-rotational but many of the bureaus' functions relate specifically to the operations of the Foreign Service, such as assignment to missions and conditions and compensation of service outside Canada. One division is responsible for all aspects of the Department's official languages program. The Branch is also responsible for personnel policy and planning.

Information Holdings

Program Records

■ Office for Multilateral Trade Negotiations

Office for Multilateral Trade Negotiations

Description: This class contains information on multilateral trade agreements, principally the negotiation of a round of multilateral trade negotiations under the GATT. *Topics:* GATT; investment issues; procurement; provincial involvement; reports and statistics; multilateral trade negotiations; conferences; issues; markets; regions; sectors. *Program Record Number:* EAC TNO 002

■ Office for Federal-Provincial Relations

Federal-Provincial Relations

Description: Information on provincial involvement in international activities; provincial or federal-provincial implications for Canadian relations with foreign countries and groupings; the national unity issue as it affects Canada's foreign policy and international relations; provincial aid projects under CIDA; and visits abroad by provincial representatives as well as visits of foreign representatives to the provinces. *Topics:* Policy; surveys and reports; treaties and agreements; organizations and conferences; legislation; flow of information to the provinces; visits abroad of provincial personalities; foreign visitors to Canadian provinces; provincial representatives abroad; foreign representatives in Canadian provinces; implications for Canadian relations with other countries and groupings; agriculture; aid; consular affairs and visas; cultural affairs; economic affairs; finance and trade; education; health; human environment; immigration; information and public relations; labour; natural resources; science; social affairs; telecommunications; tourism; transportation; emergency plans; civil defence. *Program Record Number:* EAC CFX 003

■ Office of the Protocol

Office of Protocol

Description: Information on the accreditation and appointment of foreign and Commonwealth representatives to Canada and of Canadian representatives to other countries; diplomatic privileges and immunities; and the planning, organization and management of state and official visits to Canada. *Topics:* Diplomatic representation; policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; status and precedence; accreditation; privileges and immunities; privileges and immunities abroad; Canadian representatives abroad – heads of post, consular officers, special envoys; foreign representatives in Canada – heads of post, political advisors, military advisors, commercial advisors, special advisors; consular officers and trade commissioners; provincial representatives abroad; diplomatic and consular lists; ceremonials; honours and awards; hospitality and security of foreign diplomatic missions in Canada. *Program Record Number:* EAC XDX 005

Legal, Consular and Immigration Affairs Branch

Consular Operations

Description: Information on Canadian consular operations. *Topics:* Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; fee collection and control; services on behalf of other countries; services as a protecting power; registration of nationals; emergency evacuation; government benefits and services; assistance to nationals; assistance through local authorities; offenses, arrests, detentions, conscription of Canadians abroad;

merchant vessels and seamen, commercial aircraft and airmen, military personnel, veterans; social security; prisoners of war and civilian internees; death and estates, reunification of families; and visa registration. *Program Record Number:* EAC JFB 024

Consular Policy

Description: Information on Canadian consular policy matters. *Topics:* Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; extension of services abroad; social security plans; immigration and citizenship matters; enquiries and complaints; consular conventions and understandings; diplomatic and official visas; coordination of consular programs for posts abroad; consular training; honorary consuls; shipping and seamen; transfer of offenders; deportation; and travel industry. *Program Record Number:* EAC JFB 023

Economic and Trade Law

Description: Information on legal aspects of Canada's international economic relations, trade and commodity agreements and related matters. *Topics:* Trade agreements; commodity agreements; constitutional law; dispute settlement; international organizations; investment; industrial policy; commercial arbitration; energy issues; jurisdictional issues; sanctions and boycotts; transport and communications; bankruptcy issues; foreign claims; international development; international finance; International Law Commission. *Program Record Number:* EAC JFB 015

Immigration Affairs

Description: Information on matters relating to Canadian immigration services. *Topics:* Policy, plans and programs; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; visits; adoption; asylum; employment authorizations; bonds and security deposits; briefs and submissions; citizenship; complaints; data system; death of immigrants; demography; education and training; enforcement; examinations; exclusion and removal; federal-provincial relations; identification and travel documents; illegal entry; marriage and divorce; military personnel; Minister's permits; posts and posts' operations; recruitment and selection; convention and other refugees and designated classes; organizations including ICM, UNHCR and UNRWA; voluntary agencies refugee centres and re-establishment; humanitarian assistance; religious groups and sects; settlement; special events; terrorism; transportation; accommodation; repatriation of immigrants; emigration; research projects. *Program Record Number:* EAC JFB 022

Legal Advice and Treaties

Description: Information on questions of public and private international law and treaties. *Topics:* Policy and plans; reports and statistics; judicial and legal services; authentication and notarial acts; diplomatic and consular privileges and immunities; consular questions; sovereign immunity; recognition of states and governments; provincial participation in international arrangements; passport matters; defence regulations; security matters; transfer of offenders; narcotics control; transborder police operations; immigration legislation and regulations; extradition; childnapping; private international law; maintenance orders; letters rogatory; depositions; service of documents; treaty negotiation, interpretation, registers, procedures and publication. *Program Record Number:* EAC JFB 020

Legal Operations

Description: Information on maritime legal questions, international legal activities in the environmental field and UN legal issues. *Topics:* Territorial and high seas matters; fishing zones; fisheries agreements; fishing treaties; fisheries regulations; fisheries exports; international fisheries commissions; fish stocks; maritime boundaries; transboundary fish stocks; fisheries negotiations; fisheries conservation; marine scientific research; marine mammals; Law of the Sea; continental shelf; international seabed area; compensatory financing; transfer of technology; Arctic sovereignty; deep-seabed enterprise; seabed authority; nickel production; marine environmental protection and preservation; marine vessel traffic agreements; navigation safety; admiralty law; marine pollution control; bonding arrangements; oil and hydrocarbon exploration; transportation regulations; environmental law; environmental relations; offshore mining and drilling; air pollution control; weather modification; aviation organizations; outer space law; international space committees; space agreements and treaties; human rights; refugees; terrorism; hijacking; disarmament; direct broadcast satellites; nuclear-powered satellites. *Program Record Number:* EAC JFB 010

Geographic Branches

Geographic Branches

Description: Information on the formulation and conduct of Canadian policy; the supervision of operations of the diplomatic and consular posts and Canada's relations with the country in which it is situated; bilateral matters involving diplomatic missions of other countries in Canada and policy advice; information on the activities of the branches and involvement with the public and private sectors in Canada's trade relations; the drawing up and negotiating of bilateral and multilateral agreements, acts, regulations, quotas and standards pertaining to Canada's foreign trade. *Topics:* Policy and background; trends in global, international and national affairs; Canadian external policy and relations; foreign policy trends; internal policy trends; guidance to heads of post; reports and statistics; periodic reports; tour reports; treaties and agreements; organizations and conferences; laws; national historical outlines; nationalism; visits; neutralism and non-alignment; peace and non-aggression; intervention and non-intervention; dependent territories; colonialism and imperialism; interim control and surveillance; independence and recognition; political asylum; government, constitution, head of state, cabinet, legislature, judiciary, administration; national symbols; church-state relations; political parties, non-party groups and elections; provincial and municipal affairs; communism; internal security forces; political prisoners;

subversion and espionage; demonstrations and riots; coups d'état; disputes and incidents; economic relations; development assistance; bilateral environmental and energy questions; transboundary issues such as pollution; trade relations; immigration consultation and research; exchange of information for the trade sector; international trade relations; associations; clubs and societies; commodities; companies; conferences, seminars, conventions and meetings; committees; co-operation and liaison; economic and political conditions; environmental conditions; international organizations; statistics; taxation and taxes; tourism; transportation; acts, legislation and regulations, food and drug regulations; immigration acts and regulations; marketing and labelling acts; standards; agreements; customs and tariffs; export and import controls; financing and aid; Canadian banks and financial institutions; Canadian Commercial Corporation; contracts and tenders; development banks; foreign banks and financial institutions; government financing and aid; investment; international trade; assistance to exporters and importers; Canadian capabilities and competitiveness; Canadian trade; industrial co-operation; joint ventures; international economic boycotts; programs; selective identification systems for multilateral project opportunities; overseas projects; third country operations; fairs and exhibitions; missions and visitors. *Access:* The records of the Programs Divisions, in fields such as immigration, cultural relations and information activities, form part of the records of the general functional bureaus of the Department, described elsewhere. *Program Record Number:* EAC FGB 025

International Trade Development Branch

Agri-Food, Fish and Resource Products

Description: This class covers information relating to the production and marketing, nationally and internationally, of agricultural, fish, processed food, forest, mining and chemical products, including world market situations and the general economic development of such Canadian industries. Also included is the Bureau's involvement with various associations and organizations from the public and private sectors and other countries; trade missions, visits, trade fairs, grants, loans and contributions and programs designed to assist the industries in the development and marketing of their products. *Topics:* Agricultural products; feed; fresh fruits and vegetables; pulses; seeds; tobacco; livestock; meat; dairy products; grocery products; baked goods; beverages; processed foods; fur products; international commodities; lumber; plywood; panel products; timber frame construction; log homes; pulp and paper; ferrous and non-ferrous metals; peat moss; ceramic materials; metal powders; asbestos; potash; chemical fertilizers; pesticides; pharmaceuticals; biological reagents; synthetic resins; polymers; industrial chemicals; adhesives. *Program Record Number:* EAC TFB 035

Capital Projects and Secondary Industries

Description: Information on international financing activities, Canada Account financing, capital projects, countertrade and the Cost Recoverable Technical Assistance Program; federal policies and issues relating to international marketing and export trade development for transportation, machinery and consumer goods sectors; and information on the development of export marketing strategies for particular foreign country markets. *Topics:* Capital projects; Program for Export Market Development (PEMD); co-operation and liaison; foreign market intelligence;federal/provincial governments; associations; Canadian Commercial Corporation; investment; Export Development Corporation; export financing; international financial institutions; OECD; Cost Recoverable Technical Assistance; visits; countertrade; equipment – environmental, secondary and service industries, agriculture, construction, resource, heating, air conditioning, refrigeration, automotive, energy, marine systems, urban and rail systems; consumer products – clothing, fur apparel, footwear, textiles, jewellery, giftware, musical instruments, cultural industries, houseware, hardware, toys and games, sporting goods, furniture, appliances, medical equipment, health care products, educational equipment. *Program Record Number:* EAC TFB 040

Defence Programs and Advanced Technology

Description: This class covers information concerning the policies and procedures on the industrial and trade aspects of high technology and defence programs. *Topics:* Marine Products and Services; onboard electronics; aircraft; civilian and military aircraft components systems; missile systems; avionics; space-based radar; satellites; 'Build to print'; security; nuclear, biological, and chemical (NBC) defence products; cold weather clothing; vehicles; weapons and ammunition; aircraft R & O and finishing; civilian and defence applications for computer-based technologies,telecommunications/datacommunications; remote sensing; industrial process controls; electronic components; geological and geophysical instrumentation; test and laboratory equipment; electronics; Canada/U.S. Defence Production and Development Sharing Agreements; Research, Development, and Production Agreements with European countries; Defence Economic Relations; Access to U.S. Defence Procurement; Assistance to Canadian companies in defence-related exports; North American Defence Industrial Base Organization; NATO industrial Advisory Group and other infrastructure procurement; Bilateral science and technology (S&T) agreements; liaison with U.N. Agencies, OECD, IIASA, and other multilateral organizations on science; space policy collaboration and marketing; international aspects of S&T related to telecommunications, information technologies, advanced industrial materials, Arctic science and biotechnology; international activities on large science projects; administration of the 'Technology Inflow Program'. *Program Record Number:* EAC TFB 046

Export Development Programs and Services

Description: Information on issues in the international marketing area. Also included is information on federal government programs of export education assistance to business and to export education activities and international business studies at Canadian universities;

information on the activities of the federal government in gathering and disseminating market intelligence; information on the development of export marketing strategies for particular foreign country markets; federal government incentive and assistance programs related to export marketing; information on the activities of trading houses; information on international transportation services; information on the development of export marketing strategies. *Topics:* International marketing strategy, co-operation and liaison; export marketing education; foreign market intelligence; export marketing planning and co-operation; market strategy; programs; Export Trade Month, Export Awards Program, trading houses; policies and plans in the field of transport; activities related to export development; trade development; International Trade Centres; trade information systems including WIN Exports and PEMD. ***Program Record Number:*** EAC TFB 032

Trade Development Policy and Liaison

Description: Information on policies and special issues on trade development that are generally non-recurring, as well as details of liaison activities with provincial governments, other government departments, and private sector associations. Financial records relating to the International Trade Development Branch are also included in this class. *Topics:* Reports on federal/provincial consultations; briefing books for consultations, ministerial and non-ministerial federal-provincial meetings; provincial export assistance summary; Branch financial records; reports and statistics; private sector associations; trade development; evaluation of actual or potential trade development programmes and activities. ***Program Record Number:*** EAC TFB 030

Economic and Trade Policy Branch

Agriculture and Commodity Policy

Description: Information on international aspects of agricultural trade policy and international commodity agreements. *Topics:* Agricultural industry; food and agriculture; commodity trade; policy and plans; organizations and conferences; treaties and agreements; schools and training; visits. ***Program Record Number:*** EAC EFB 070

Economic Relations with Developing Countries

Description: Information on international economic development, Canada's policy on development assistance and North-South issues. *Topics:* Policy, plans and programs; reports and statistics; treaties and agreements; organizations and conferences; legislation; international coordination; project assistance; non-project assistance; technical assistance; food aid; export development; relief; volunteer services. ***Program Record Number:*** EAC EFB 090

Energy and Environment

Description: Information on questions and negotiations concerning conventional and new forms of energy; international energy policy coordination; economic and commercial developments; and Canadian and international policy and activities in the field of the environment. *Topics:* Policy and plans; reports and statistics; treaties and agreements, organizations and conferences; legislation and regulations; visits; electricity; petroleum and natural gas; conservation; coal; energy research and development; environmental research and development; protection of nature; wildlife and aquatics; prevention of diseases; social development; pollution; pollution by industry; pollution by radiation; land spoliation; air, water and transportation pollution. ***Program Record Number:*** EAC EFB 095

GATT Affairs

Description: Information on the coordination and management of Canada's participation in the General Agreement on Tariffs and Trade. *Topics:* Policy; charter; relations; membership; secretariat; financing; public relations; documents; sessions; council meetings; multilateral trade negotiations. ***Program Record Number:*** EAC EFB 065

Industrial Trade Policy

Description: Information on trade relations and policies as they relate to domestic industrial policy. *Topics:* Transportation equipment including the importation of automobiles, capital and consumer goods, pharmaceutical and health care products. ***Program Record Number:*** EAC EFB 075

International Economic Relations

Description: Information on international and domestic studies; trends and conditions; discussions on international economic policy and relations; macro-economic questions; OECD activities and Economic Summits; East-West multilateral economic issues, including Basket II of the Conference on Security and Co-operation in Europe and the Economic Commission for Europe. *Topics:* Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; visits; budgets; industrial organizations; regional economic groupings; scientific and technical co-operation in industry; joint ventures. ***Program Record Number:*** EAC EFB 080

International Finance

Description: Information on international finance and monetary matters, the activities of public and private agencies in the field of banking, investment and insurance. *Topics:* Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; visits; taxation; public debt; currency; foreign exchange and payments; capital movements; banking; gold; insurance; domestic investment; foreign investment; control of assets; companies and co-operatives; industrial property; multinational enterprises. ***Program Record Number:*** EAC EFB 085

Nuclear

Description: Information on questions and negotiations concerning nuclear energy, safeguards, international nuclear energy policy coordination, and economic and commercial development. *Topics:* Policy and plans;

reports and statistics, co-operation and agreements; organizations and conferences; legislation and regulations; visits; IAEA co-operation; technical assistance and information; research and development; safeguards; export and import; safety standards. ***Program Record Number:*** EAC EFB 100

Resources Policy

Description: Information on trade relations and policies as they relate to resources industries; information on export markets and marketing strategies for these industries. *Topics:* Coal and petrochemicals, metals and minerals, industrial materials and forest products. ***Program Record Number:*** EAC EFB 105

Special Trade Relations

Description: Information relating to government administration of the Export and Import Permits Act and any other related acts and regulations; the Bureau's activities and involvement with individual companies in the area of export and import quotas and market restraints; the Bureau's activities in the control of imported and exported commodities; and its dealings with concerned government and non-government agencies. *Topics:* Legislative acts; consultations and negotiations, country agreements, permits and certificates, violations and prosecutions; companies; general correspondence; commodities; policy, injurious imports; textiles, clothing, footwear; agricultural products; electronic products; other exported items; associations and general economic data; countries; general correspondence; government departments and agencies; associations, statistics and correspondence. ***Program Record Number:*** EAC EFB 110

Trade Policy

Description: Information on international trade, customs tariffs, international trade conferences, trade promotion, policies and restrictions, trade agreements, export controls, strategic controls and embargoes, trade in services. *Topics:* Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; visits; tariff negotiations; customs; low-cost imports; surplus disposal; subsidies; quantitative restrictions; state trading; commercial relations; trade promotion; trade fairs; tourism; quarantine regulations; strategic trade controls. ***Program Record Number:*** EAC EFB 060

Political and International Security Affairs Branch

Arms Control and Disarmament

Description: Information on various issues involved in formulating advice and recommendations on policy and positions intended to control the arms race. *Topics:* Policy and positions; reports and statistics; public opinion in Canada, public opinion abroad; treaties and agreements; international organizations and conferences; legislation and regulations; measures; plans and proposals; control and verification; cut-off, use and transfer of fissionable material; reduction and elimination of nuclear weapons and nuclear weapons carriers; reduction and elimination of chemical and biological warfare (CBW) weapons; reduction of conventional armaments and armed forces; military budgets; foreign bases; transition from stage to stage of disarmament; outer space; reduction of the risk of war; disengagement and denuclearized zones; comprehensive test ban and disarmament studies and research; suspension of nuclear tests – policy and positions, treaties and agreements; organizations and conferences, plans and proposals; nuclear war; legal aspects; economic and social consequences; publication of the periodic Disarmament Bulletin. ***Program Record Number:*** EAC IFB 125

Commonwealth

Description: Information on Canada's participation in Commonwealth programs and activities. *Topics:* Policy; development; membership; Prime Ministers' meetings; inter-governmental conferences; organization of Royal visits; Queen and Royal Family; Commonwealth ministerial meetings and conferences; functional co-operation and the activities of non-governmental organizations. ***Program Record Number:*** EAC IFB 120

Defence Relations

Description: Information on the development and coordination of Canadian foreign and defence policies on issues such as NATO, NORAD and other North American defence issues. *Topics:* Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; visits; Canadian forces, foreign forces, defence authorities; visiting forces; bilateral relations – Canada; bilateral relations – other countries; armed forces – policy and procedures, coordination personnel, navy, army, air force, paramilitary forces, uniforms and insignia, decorations, colleges and courses, commemorations and war graves, welfare and entertainment, non-military activities; conventional and nuclear armaments; peacekeeping; defence research; military information; air defence systems; manoeuvres and exercises; bases, installations and related activities; arms sales; military transportation; communications; aircraft clearances; military assistance; mobilization for war; outer space; service attachés; civil defence and emergency planning. ***Program Record Number:*** EAC IFB 130

Foreign Intelligence

Description: Information on the collection and analysis of foreign political and economic intelligence from other federal departments and agencies, the public media, foreign governments, international organizations and other sources that provides a basis for policy formulation on matters affecting Canada's interests. *Topics:* Political affairs; policy and plans; reports and studies; agreements; organizations and conferences; legislation and regulations; visits; international associations and private organizations; release of information; foreign political parties; foreign personalities; special clearances; liaison arrangements; interviews with Canadian residents. *Access:* Major case files are arranged by country, international organization or individual. ***Program Record Number:*** EAC IFB 135

Security

Description: Information on matters concerning the physical security of documents, communications and buildings, and the safety of personnel both at posts abroad and in Ottawa; personnel security; and issues affecting national security. *Topics:* Policy and coordination; reports and information; treaties and agreements; legislation and regulations; visits; arrangements; conferences and delegations; assistance to foreign missions; the Vienna Conventions; passport security; immigration security; foreign intelligence activities in Canada; communist and pro-communist parties and organizations; vulnerability; exchange and release of information; travel by Canadian residents; threat assessments; foreign representatives in Canada; visitors; communications services; documents and information; violations; inspections; education and training; responsibility of staff; guard protection; personnel debriefing; physical, technical, equipment, security clearances. ***Program Record Number:*** EAC IFB 140

Summit and Francophone Affairs

Description: Information on the multilateral aspects of Canada's relations with French-speaking countries; formulation and implementation of Canadian policy; coordination of the Canadian contribution to their aid programs; establishment and coordination of Canadian participation in various meetings of an official or semi-official nature;intergovernmental conferences; international associations and private organizations. *Topics:* Policy and plans; reports and statistics; treaties and agreements; orientation and development; admission and participation; attitudes of non-member countries; international conferences; secretariat; intergovernmental agencies and private associations; programs and activities; documentation and studies; aid and development; culture and information; science and technology; education and youth exchange. ***Program Record Number:*** EAC IFB 121

United Nations Affairs

Description: Information on the organization, structure, administration, relations and sessions of the United Nations; including the Security Council, the General Assembly, and other UN organizations such as the United Nations Educational, Scientific and Cultural Organization (UNESCO), the International Labour Organization (ILO), Food and Agriculture Organization (FAO), World Health Organization (WHO), International Civil Aviation Organization (ICAO), United Nations Centre for Human Settlements (HABITAT), United Nations Environment Program (UNEP), International Telecommunications Union (ITU), Universal Postal Union (UPU), and International Maritime Organization (IMO); information on Canada's participation in United Nations human rights, status of women, minorities and race relations, social and humanitarian activities. *Topics:* Policy and programs – UN Charter, relations with countries, specialized agencies, inter-governmental organizations, non-governmental organizations, membership; Secretariat – finance and administration, privileges and immunities, public relations, documentation, personnel; General Assembly – rules and procedures, sessions, agenda, delegations, credentials, general committee, main committees, Canadian statements; Security Council – rules of procedure, delegations, membership, reports to General Assembly; Economic and Social Council – sessions; United Nations system, including above agencies; policy; plans; programs; international, national and non-governmental human rights organizations and conferences; reports and statistics; international coordination; promotion of human rights; status of women; minorities and race relations; drugs and crime prevention; human rights violations; treaties and agreements; multilateral human rights matters and policies. ***Program Record Number:*** EAC IFB 115

Communications and Culture Branch

Academic Relations

Description: Information on awards, scholarships, fellowships and exchange programs offered by the Canadian government to nationals of certain countries; teaching, historical research and relations with foreign and Canadian academics and universities. *Topics:* Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; exchange of persons; visits; universities; education associations; awards, scholarships, fellowships; assistance to research scholars; teaching, research and publications. ***Program Record Number:*** EAC BCB 150

Arts Promotion

Description: Information on the promotion of cultural relations between Canada and other countries and on international cultural policy issues and programs. *Topics:* Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; international sports; visits; fairs and exhibitions; cultural centres; cultural information; book presentations; libraries and literature; architecture; visual arts; performing arts; culture and history. ***Program Record Number:*** EAC BCB 155

Domestic Communications

Description: Information on activities and materials used to inform Canadians about Canada's foreign policy, international relations and the role of the Department of External Affairs and International Trade Canada. *Topics:* International affairs awareness; issue and program support; communications plans and strategies; reports and statistics; agreements; visits; requests for information on foreign policy; distribution and special mailings; External Affairs publications; publications of non-governmental organizations; Annual Report; ministerial speeches; news feature articles; videos; news radio features; ethnic, smaller regional and weekly press; UN model conferences; departmental speakers; press/information kits; study tours of multilateral institutions in Europe; International Drug Awareness Campaign; Canadian Action Plan to Counteract South African Propaganda and Censorship. ***Program Record Number:*** EAC BCB 170

External Communications

Description: Information materials on Canada sent to other countries, including information on Canadian government policies and programs. *Topics:* Policy and plans; reports and statistics; conferences and seminars; visitors to Canada programs; requests for information; foreign press; External Affairs publications; exhibits and displays; films, recordings, transcripts, radio and television programs; promotion and publicity; timely information to posts; and celebrations of anniversaries and international events. ***Program Record Number:*** EAC BCB 175

International Exhibitions

Description: Information on liaison and representation at the International Bureau of Exhibitions in Paris and world exhibitions. *Topics:* Policy and plans; reports and statistics; organizations and conferences; visits; exhibits and displays. ***Program Record Number:*** EAC SFB 180

Library Services

Description: Ensures that externally generated information relevant to the Department is accessible to its personnel and the general public; the Department's collection contains more than one million volumes and government documents. *Topics:* Reference/research (manual and automated); lending service (including interlibrary loans); routing and/or distribution of periodicals, documents and newspapers; on-line research service to access literature and statistical data from databases; newspaper clipping service; acquisitions of, and cataloguing support for, library materials in Canada and overseas. ***Program Record Number:*** EAC BCB 172

Trade Communications

Description: Information on programs and activities to promote exports and to inform the export business community about policies and programs for the development of overseas markets. *Topics:* Export information; regional and provincial programs; conferences, conventions and meetings; federal programs, Canada Export Trade Month program; evaluations, associations, organizations and institutes; promotion; media relations; private companies; government departments and agencies; communications; advertising; trade fairs. ***Program Record Number:*** EAC BCB 176

Finance and Administration Branch

Passport Bureau

Description: Information on the issue of passports to Canadian citizens in Canada and abroad, Certificates of Identity and United Nations Refugee Convention travel documents. *Topics:* Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; surveys and studies; information activities; public relations; legal affairs and services; citizenship; visa and travel; fee collection and control; passport accountability, application, eligibility, issue, validation and amendment, and categories; emergency certificates; certificates of identity; control lists; lost or stolen passports; denial of services; fraudulent activities; security precautions. ***Program Record Number:*** EAC MCB 215

Personal Information Banks

Access Request Data Bank

Description: This bank contains the access request forms sent by individuals requesting access to departmental records and personal information, the replies to such requests, and information related to their processing. It is used for processing access requests only, and to report on the number of requests received annually. ***Class of Individuals:*** Canadian citizens, landed immigrants, or others authorized by Order-in-Council who have made requests under the Access to Information Act or the Privacy Act. *Purpose:* The purpose of this bank is to store information related to requests made under the Access to Information Act and the Privacy Act. ***Retention and Disposal Standards:*** Records are retained for two years after completion of the request. ***TBS Registration:*** 000348 ***Bank Number:*** EAC PPU 035

Consular Affairs: Assistance to Canadians

Description: This bank contains information on Canadians resident in foreign countries registered with a Canadian mission, and Canadians who sought or received assistance from a Canadian mission who have been arrested or detained abroad, or if Consular Affairs advice or assistance has been sought to obtain visas, permits, etc. of foreign countries. The information is in the form of applications, registration cards, memoranda, correspondence, reports and telegrams. The information is received from the individuals themselves, Canadian and foreign agencies, and international organizations. ***Class of Individuals:*** Canadians resident in foreign countries who have registered with the nearest Canadian mission; Canadians who have sought or received assistance from Canadian missions; Canadians who have been arrested or detained abroad. *Purpose:* The information contained in this bank is used to provide consular assistance to Canadian nationals abroad. It may be used, where necessary, to contact, protect, rescue or evacuate registered Canadians and their family members. ***Consistent Uses:*** This information may also be used for the development of consular policy and the preparation of advice to missions abroad. ***Retention and Disposal Standards:*** Information on registration of nationals and completed individual consular cases may be retained on departmental files up to five years; other information may be retained up to 15 years then transferred to the National Archives of Canada. ***TBS Registration:*** 000343 ***Bank Number:*** EAC PPU 010

Consular Affairs: Citizenship

Description: This bank includes topics such as registration of births abroad, dual nationality, loss, retention, acquisition, or extension of citizenship, marriage, divorce, and other family-related aspects of citizenship; organizations and conferences; liaison with other government departments and agencies in Canada. Information is in the form of memoranda, reports, correspondence with the public and other government agencies, as well as application forms. ***Class of Individuals:*** Individuals who have dealt, outside Canada, with the Canadian citizenship authorities through consular services or External Affairs and International Trade Canada, or have claimed Canadian citizenship for themselves or their dependants. ***Purpose:*** The purpose of this bank is to retain administrative correspondence relating to the assistance rendered by consular officials to Canadians and to those claiming Canadian citizenship on their own behalf or on behalf of a dependant. ***Retention and Disposal Standards:*** Information may be retained on departmental files up to 10 years, then transferred to the National Archives of Canada. ***TBS Registration:*** 000342 ***Bank Number:*** EAC PPU 005

Immigration Affairs: Immigration Case Files

Description: This bank contains information on persons who apply at posts abroad for permanent resident or visitor status, or persons who attempt or are suspected of seeking to enter Canada illegally or counsel or assist any persons seeking to enter Canada by any means. Records in the bank may contain some or all of the following: applications; certificates of birth, death, marriage, divorce, separation, adoption, and education; employment experience and references; statements of assets and bank, trust, and brokerage statements; property holdings; business investments, and medical reports. Persons seeking access to this information bank should provide their date of birth and, if possible, their Visa Office file number. ***Class of Individuals:*** Individuals who have applied for permanent resident, returning resident or visitor status at posts abroad. Individuals who are known to or are suspected of seeking to enter Canada illegally or participating in illegal entry activities. ***Purpose:*** The information contained in this bank may be used in the administration and enforcement of immigration legislation. The bank serves as a repository for detailed and summary documentation on those persons wishing to visit or immigrate to Canada and persons involved in the facilitation thereof. ***Consistent Uses:*** Consistent uses may include sharing information with the Canadian Employment and Immigration Commission, the Immigration and Refugee Board, the Department of the Secretary of State, the Department of Justice, the Solicitor General, Health and Welfare, and departments of provincial governments with an input into Immigration Affairs, the United Nations High Commissioner for Refugees, and the Intergovernmental Committee for Migration. ***Retention and Disposal Standards:*** Records containing routine material are retained for two years; selective material is retained for 10 years and then transferred to the National Archives of Canada. ***TBS Registration:*** 000344 ***Bank Number:*** EAC PPU 015

Passport Office: Certificates of Identity and Refugee Travel Documents

Description: This bank contains applications for certificates of identity and refugee travel documents. Individual records include the application form and an alphabetical and numerical index to facilitate file retrieval; demographic and personal characteristics which describe the applicant, his children and custody arrangements; nationality status, and immigration status in Canada. Information contained in the bank is in the form of application forms and correspondence with other federal departments and agencies. Persons seeking access to this information bank should provide their date of birth. ***Class of Individuals:*** Individuals who are residents of Canada but not Canadian citizens and who cannot obtain passports from their countries of origin. ***Purpose:*** The purpose of this bank is to store completed applications for certificates of identity and refugee travel documents submitted by those residents of Canada who are not Canadian citizens and who cannot obtain passports from their countries of origin. The application forms are used to establish the identity of applicants and their entitlement to a travel document in accordance with Canadian and international conventions. ***Consistent Uses:*** Consistent use may include disclosure to police agencies in order to determine whether a false statement has been made which could lead to a prosecution under the Criminal Code. ***Retention and Disposal Standards:*** Hard copy records are retained for five years; microfilm records are retained indefinitely. ***TBS Registration:*** 000346 ***Bank Number:*** EAC PPU 025

Passport Office Control Files

Description: This bank contains information on persons whose requests for passport services might be subject to denial or restriction. The information is in the form of a master control list, reports, memoranda,correspondence, telegrams and application forms. Information is supplied by individuals applying for a passport or assistance abroad, by federal, provincial and municipal agencies and security authorities, by External Affairs and International Trade Canada missions abroad and by foreign governments and international organizations. Persons seeking access to this information bank should provide their date of birth. ***Class of Individuals:*** Individuals who are the subject of a ministerial denial; who have fraudulently acquired Canadian citizenship; who have fraudulently acquired or misused a passport, or have lost more than one passport; who have applied on behalf of, but do not have legal custody of, a child; who have submitted fees for service in some form of NSF or fraudulent cheque; or who are wanted by Canadian law enforcement agencies. ***Purpose:*** The purpose of this bank is to assist passport and consular officials in determining whether an individual applicant is the subject of a ministerial denial; has lost or fraudulently acquired Canadian citizenship; has fraudulently acquired or misused a passport, or lost more than one passport; applied on behalf of, but does not have legal custody of, a child; has submitted fees for service in some form of NSF or fraudulent cheque; or is wanted by Canadian law enforcement agencies. ***Consistent Uses:*** Consistent use may include disclosure to police agencies in order to determine whether a false statement has been made which could lead to a prosecution under the Criminal Code. ***Retention and Disposal Standards:*** Records are retained in the bank up to 10 years, except for cases of special interest which are retained for an indefinite period. ***TBS Registration:*** 000345 ***Bank Number:*** EAC PPU 020

Passport Offices: Regular and Official Travel Passports

Description: This bank contains applications for regular and official travel passports. Individual records include the application form and an alphabetical and numerical index to facilitate file retrieval. The data content of each record includes demographic information and the personal characteristics of family and children, custody provisions concerning children, and address and employment information concerning the applicant's guarantor. Most of the information is supplied by the applicant. Some is received from local, provincial or federal authorities. Persons seeking access to this information bank should provide their date of birth. *Class of Individuals:* Canadian citizens and government employees who have applied for regular or official travel passports. *Purpose:* The purpose of this bank is to store completed applications for regular and official travel passports submitted by Canadian citizens and government employees travelling on official business, on their own behalf and on behalf of their dependants. Information on the application forms is used to verify the identity and citizenship of an applicant, to confirm entitlement to a Canadian passport and to enable the Consular Bureau to provide assistance where necessary to travelling Canadians. *Consistent Uses:* Consistent use may include disclosure to police agencies in order to determine whether a false statement has been made which could lead to a prosecution under the Criminal Code. *Retention and Disposal Standards:* Hard copy records are retained in the bank for 10 years; microfilm records are retained indefinitely. *TBS Registration:* 000347 *Bank Number:* EAC PPU 030

Personal Information Disclosed to Federal Investigative Bodies

Description: In accordance with subsection 8(4) of the Privacy Act, this bank has been established to retain copies of requests received from authorized federal investigative bodies for personal information pursuant to paragraph 8(2)(e) of the Privacy Act, for the purpose of enforcing a law of Canada or a province or carrying out a lawful investigation. *Class of Individuals:* Individuals about whom requests for personal information have been received pursuant to paragraph 8(2)(e) of the Privacy Act from federal investigative bodies for the purpose of enforcing a law of Canada or a province or carrying out a lawful investigation. *Purpose:* The purpose of this bank is to permit the Privacy Commissioner to review disclosures made under paragraph 8(2)(e) of the Privacy Act to federal investigative bodies for the purpose of enforcing a law of Canada or a province or carrying out a lawful investigation. *Retention and Disposal Standards:* Records are retained for two years after completion of the request. *TBS Registration:* 000349 *Bank Number:* EAC PPU 040

Spousal Employment Data

Description: This bank contains information submitted by spouses (of employees of External Affairs Canada) who are actively seeking employment in Canada and abroad. Information is in the form of a résumé or a completed Spousal Employment Profile form. Information includes name, address, telephone number, citizenship, education, employment experience, and career interests. Information is filed under the employee's social insurace number until it is replaced by an alternative designator. Information in this bank is in common with that in DEA/P-SE-901, Employee Personnel Record. *Class of Individuals:* Spouses of External Affairs Canada employees who seek employment at home and abroad. *Purpose:* The purpose of the bank is to assist spouses of departmental employees in finding work in the Ottawa/Hull area or abroad. When job oportunities arise, a search is made to find suitably qualified candidates. *Consistent Uses:* This bank is used to provide names, telephone numbers, and employment experience to employers, on request. *Retention and Disposal Standards:* Records are retained ten years, unless updated or deleted by the person concerned. Records are deleted in the event of divorce, separation, retirement or departure of the employee from the Department. *TBS Registration:* 002506 *Bank Number:* EAC PPU 045

Classes of Personal Information

In the course of conducting the programs and activities of the Department of External Affairs and International Trade Canada, categories of personal information may be accumulated which are not contained in the specific information banks described in this entry. This information exists in a fragmented form throughout the subject files of the Department, which are described in the program records. This information is stored as part of the general subject files, where records are not normally retrieved by name of individual or other personal identifier. This form of information is retrievable only if specifics are provided concerning the subject matter, related departmental activity, the date on which the information was received by the Department and to whom it was addressed. The personal information contained in these subject files is retained for the same period of time as the related subject information and is disposed of according to the appropriate subject record schedules. The classes of personal information listed below describe particular program records which, because of their nature, are more likely to contain personal information.

Legal Affairs Bureau

The three divisions of the Legal Affairs Bureau handle a number of important functions including multi-lateral legal issues, peace and security law, humanitarian law, economic law, trade agreements, treaties, international law and individual legal and legal-protocol cases. Personal information held by the bureau may include enquiries from Canadian residents seeking advice about international and foreign legal systems, and claims by Canadian citizens for possible support by the Canadian government. Other personal information would relate to specific issues handled by the bureau. Persons seeking access must specify the subject of the enquiry, as well as country and/or city, legal firm, contacts, incidents, dates and circumstances which may have led to the development of a record.

Office of Protocol

The Office of Protocol is responsible for the administration of protocol-related programs of the Department and for the development of policies and procedures which direct the administration of protocol programs. Personal information in this class would pertain to individuals who have participated in, or have been the subject of protocol-related activities within programs such as accreditation and ceremonies, privileges and immunities, government hospitality, protection of foreign representatives and foreign decorations, and awards and honours to Canadians. Persons seeking access should specify the subject of the enquiry, country and/or city, contacts, incident, visits, conference, delegation, dates and circumstances which may have led to the establishment of a record.

International Security and Arms Control Bureau

The two divisions in this bureau, the Arms Control and Disarmament Division and the Defence Relations Division responsible for the preparation and implementation of departmental policies concerning defence, arms control and disarmament. Personal information may be held by the bureau concerning individuals who have been involved in defence activities with NATO, NORAD, or other international defence or arms control organizations, or in conferences or visits. Personal information might include personal biographies, tours of defence colleges, military travel and training, and nominations of Canadians for positions in international defence organizations concerned with defence or arms control. Persons seeking access should specify the subject of the enquiry, country and/or city, contacts, incident,conference/organization, visits, dates and circumstances which may have led to the establishment of a record.

Manuals

General

- Foreign Service Directives and Instructions, Guidelines and Comments
- Manual of Post Administration
- Manual of Procedures
- Manual of Regulations
- Manual of Visits Procedures

Consular and Immigration

- Manual of Consular Instructions
- Immigration Manual (Examination and Enforcement)
- Immigration Manual (Legislation)
- Immigration Manual (Selection and Control)

Export and Import Controls

- Export and Import Permits Act Handbook
- Handbook of S.T.R.B. Import Codes
- Notices to Exporters, Instructions
- Notices to Importers, Instructions
- Summary of Canada's Bilateral Restraint Arrangements – Textiles and Clothing

Passport

- Passport Office Administrative Procedures Manual
- Passport Office Operating Procedures Manual
- Passport Office Policy and Examining Practices Manual

Administration

- Finex Manual
- Fire Safety at Posts Abroad
- Manual of Correspondence and Communications
- Manual of Financial Management
- Manual of Materiel Management
- Manual of Service Contract Administration
- Mission Administration Diary
- Property Management Manual
- Property Management Technical Guides
- Records Classification Guide
- Security Classification Guide (First Supplement)

Personnel

- Personnel Administration – Appraisals and Promotion Systems
- Personnel Administration – Locally Engaged Staff
- Personnel Management – Manager's Guide

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Information may also be obtained from the addresses listed below:

Trade Information Centre (InfoExport)

Main Floor, Pearson Building
(613) 993-6435 or
1-800-267-8376
1-800-267-8527-FTA Hot Line
Hours 09:00 to 16:30 weekdays
(Recorded Message after hours)

Domestic Communications Division

C-2, Pearson Building
(613) 996-3709
Hours 08:30 to 16:30 weekdays

An extensive list of publications on external relations can be obtained free by communicating with this division.

Media Relations Office

C-5, Pearson Building
(613) 995-1874
Hours 8:30 to 18:00 weekdays

Historical Section

Academic Relations Division
C-2, Pearson Building
(613) 992-4349
Hours 09:00 to 17:00 weekdays

Reading Room

The library of this institution has been designated as a public reading room under the Access to Information Act. The address is:

Main Floor, Lester B. Pearson Building,
125 Sussex Drive, Ottawa, Ontario.

Farm Credit Corporation Canada

Chapter 47

General Information

Background

The Farm Credit Corporation was established in 1959 as a Crown agency reporting to Parliament through the Minister of Agriculture. Its objective is to provide long-term mortgage credit to farmers and to syndicates of farmers.

Responsibilities

The Corporation makes and administers farm loans under the authority of the Farm Credit Act and the Farm Syndicates Credit Act to enable Canadian farmers to establish, develop and maintain viable farm enterprises. As well, it administers programs as directed by the federal government and provides counselling and assistance in the planning, organization and development of farm businesses to all applicants and borrowers.

Legislation

- Farm Credit Act
- Farm Syndicates Credit Act

Organization

In order to fulfil its mandate, the Corporation has established a network of offices to serve the farming community. Corporate headquarters is located in Ottawa. Regional offices correspond geographically with provincial boundaries except for Atlantic Canada, where the four provinces are served by a Regional Centre located in Moncton, N.B., and the Yukon, which is served by the Alberta/British Columbia regional office located in Edmonton, Alberta. The regional offices are functionally organized into a lending services group, including all field operations, and a loan administration group. In addition to the six regional offices, the Corporation has 100 district and field offices.

Corporate headquarters is organized into six component groups.

■ Executive Office

This Office consists of the Chairman and the Vice-Chairman. The Chairman is Chief Executive Officer of the Corporation, is a member of the Board of the Corporation and is responsible for the supervision and direction of all work and staff of the Corporation. The Vice-Chairman is a member of the Board of the Corporation and exercises all of the powers and duties of the Chairman in his absence. As Chief Operating Officer, he directs the business of the Corporation and exercises all other powers and duties as may be assigned to him by the Chairman or the Board of the Corporation.

■ Lending Operations

Lending Operations is responsible for the Corporation's overall lending activities, which include the making and administration of loans, client services, and regional operations.

■ Financial Services

Financial Services is responsible for the overall financial management of the Corporation including financial risk management, funding, cash management, corporate accounting, financial reporting and internal controls. It also ensures that the financial provisions of the Farm Credit Act and the financial management provisions of the Financial Administration Act are effectively employed by the Corporation.

■ Research and Planning

Research and Planning directs, controls, and advises on economic information, liaison, and corporate planning and research and development.

■ Corporate Audit

Corporate Audit has a comprehensive audit plan. It performs regular regional loan portfolio audits and conducts periodic reviews of systems and practices related to head office and regional operations. It is also responsible for the coordination of all audit activities: internal audits, external financial attest audits and special examinations.

■ Administration Services

Administration Services directs, controls, and advises on management information, communications, administrative and human resources services.

Information Holdings

Program Records

Access to Information and Privacy Activities and Policies

Description: Information on Farm Credit Corporation policies and procedures regarding the Access to Information Act and the Privacy Act. *Topics:* Policy, procedures and report files; access to information and privacy information bank files, updates to Info Source; liaison with other government departments; policies and procedures governing access to and release of information and the application of exemptions; statistics and activity reports. *Access:* Files arranged by subject. *Storage Medium:* Paper. *Program Record Number:* FCC ADM 130

Advisory Services

Description: Information on Advisory Services policy, procedures, reports and meetings. ***Topics:*** Correspondence; supervision policy and procedures. ***Access:*** Files arranged numerically by subject. ***Storage Medium:*** Paper. ***Program Record Number:*** FCC ADM 030

Agricultural Statistics and Economics

Description: Statistical data, reports, forecasts, trends, related correspondence. ***Topics:*** Agricultural statistics and economics; economic and market outlook; agricultural statistics and economic data from the 1981 census; interest rate trends; farm product prices; farm income and costs; forecasting on Farm Credit Corporation lending; land values; financial markets; financial instruments; quota values. ***Access:*** Files arranged numerically by subject. ***Storage Medium:*** Paper and publications. ***Program Record Number:*** FCC ADM 045

Ancillary Agreements

Description: Information on rulings, reports, directives, forms, procedures, contracts and instructions related to ancillary agreements. ***Topics:*** Correspondence; grazing leases; instalment postponements; advisory service agreements; re-amortization agreements; waiver and consent; mortgage postponement; provincial interest rebates; monthly and irregular payment schedules; marketing board agreements. ***Access:*** Files arranged by subject and province. ***Storage Medium:*** Paper. ***Program Record Number:*** FCC ADM 100

Chattel Mortgages

Description: Information on chattel mortgage matters, including directives, rulings, legal actions, procedures and reports. ***Topics:*** Policies; correspondence; administration; monitoring; renewals and releases. ***Access:*** Files arranged by subject and province. ***Storage Medium:*** Paper and computer. ***Program Record Number:*** FCC ADM 115

Collections

Description: Information on collection matters including policies, directives, rulings, reports, instructions, legal procedures, statistics, taxes, acquisition and disposition of property, analyses, estimates. ***Topics:*** Policies; correspondence; collection procedures; taxes on security; arrears reports; foreclosures, power of sale, quit claims; bankruptcies; legal action reports; recovery action summaries; forecasts of losses. ***Access:*** Files arranged by subject and province. ***Storage Medium:*** Paper. ***Program Record Number:*** FCC ADM 105

Conferences

Description: Working papers, reports and correspondence on conferences. ***Topics:*** Research conferences, FCC and non-FCC; federal-provincial relations. ***Access:*** Files arranged numerically by subject and province. ***Storage Medium:*** Paper. ***Program Record Number:*** FCC ADM 065

Farm Appraisal System

Description: Correspondence, copies of reference material, aerial photographs and instructions on the Corporation's appraisal process. ***Topics:*** aerial photographs; appraisals – other departments and agencies. ***Access:*** Files arranged numerically by subject. ***Storage Medium:*** Paper. ***Program Record Number:*** FCC ADM 020

Farm Credit Act Lending Policy

Description: Policy directives, rulings and reports on the Farm Credit Act lending policy. ***Topics:*** Correspondence; guidelines; specialized enterprises; two-province loans; capital restrictions; low-income farmers; Indian loans; Commodity-based loans; Shared Risk Mortgage loans; Department of Regional Economic Expansion (DREE); capital monitoring; eligibility; vertical integration; Hutterites and Mennonites; co-operatives; corporations; partnerships; security, production and marketing; purposes, amount, terms and conditions of loans; interest rates; appraisal fees; forms and procedures; loan monitoring; flood risk areas. ***Access:*** Files arranged numerically by subject. ***Storage Medium:*** Paper. ***Program Record Number:*** FCC ADM 010

Farm Credit Act Loan Administration

Description: Information on policy, rulings, fire insurance, forms and procedures, disbursements, notices, statements, security, legal opinions, suspense and liaison related to administration of loans under the Farm Credit Act. ***Topics:*** Correspondence; policy; fire insurance; new loan documentation; Commodity-based loans; Shared Risk Mortgage loans; retained funds; instalment notices; activity statements; retired and assumed loan documentation; collateral security; partial interest, surface leases and easements; legal opinions; suspense funds disbursements; liaison. ***Access:*** Files arranged by subject and province. ***Storage Medium:*** Paper and computer. ***Program Record Number:*** FCC ADM 090

Farm Syndicates Credit Act

Description: Information on rulings, legal opinions, security, disbursement, identification and administration related to the Farm Syndicates Credit Act. ***Topics:*** Correspondence; policies; new loan documentation; loan administration. ***Access:*** Files arranged by subject and province. ***Storage Medium:*** Paper. ***Program Record Number:*** FCC ADM 085

Farm Syndicates Credit Act Lending Policy

Description: Policy directives, rulings, reports and analyses on the Farm Syndicates Credit Act policy. ***Topics:*** Policy; correspondence; eligibility; purpose of loan; amount of loans; terms and conditions of loans; forms and procedures; operational analyses. ***Access:*** Files arranged numerically by subject. ***Storage Medium:*** Paper. ***Program Record Number:*** FCC ADM 015

Financial Model

Description: Information on the financial model used to develop interrelated balance sheet, income statement and financial ratios. ***Access:*** Files arranged by subject. ***Storage Medium:*** Paper and computer. ***Program Record Number:*** FCC ADM 075

Identification of Accounts

Description: Information on directives and reports concerned with the identification of accounts. *Topics:* Correspondence; change of field, district and geographic areas; change of address and account numbers. ***Access:*** Files arranged by subject and province. ***Storage Medium:*** Paper and computer. ***Program Record Number:*** FCC ADM 120

Indian Loans

Description: Information on loans to native people, including directives, instructions, rulings and reports. *Topics:* Agreements, policies, administration; recoveries from the Department of Indian and Northern Affairs. *Access:* Files arranged by subject and province. ***Storage Medium:*** Paper. ***Program Record Number:*** FCC ADM 125

Legislation, Organization and Policy

Description: Information on legislative drafts and amendments, organizational changes, policy development, and system procedures development. *Topics:* Farm Credit Act and Farm Syndicates Credit Act – interest rate and regulations; loans to Indians on reserves; acts and regulations amendments; conferences (general, regional, agricultural and appraisal); policy and procedural manuals; annual reports; committees – general, advisory, executive, standing and senior management; appeal boards; circulars; Task Force on Agriculture; agents and solicitors; management audits. *Access:* Files arranged numerically by subject and by province. ***Storage Medium:*** Paper and computer. ***Program Record Number:*** FCC ADM 005

Life Insurance

Description: Life insurance studies, tenders, operations, rulings, interpretations, reports and claims. *Topics:* Correspondence; life insurance program; Equitable Life, Metropolitan Life; life insurance reports; outstanding death claims. *Access:* Files arranged by subject and province. ***Storage Medium:*** Paper. ***Program Record Number:*** FCC ADM 095

Operational Staff Training

Description: Policy, instructions and general correspondence on operational staff training. *Topics:* Operational training policy; operational training – British Columbia, Alberta, Saskatchewan, Manitoba, Ontario, Québec, the Atlantic Region; special training; appraisal training; case studies and demonstrations; appraisal courses (ASFMRA); loan counselling and farm management. *Access:* Files arranged by subject and province. ***Storage Medium:*** Paper. ***Program Record Number:*** FCC ADM 025

Projects and Reports

Description: Information on reports, marketing boards, and quotas; correspondence. *Topics:* Farm Survey Report; Study of Marketing Boards; study of credit for low income farmers; 1971 Arrears Analysis Report; Manitoba Survey; 1980 and 1984 Farm Survey Reports. *Access:* Files arranged numerically by subject. ***Storage Medium:*** Paper and publications. ***Program Record Number:*** FCC ADM 070

Real Estate Mortgages

Description: Information on directives, rulings, instructions and documentation concerning real estate security. *Topics:* Policies; correspondence; partial discharges; assumption of mortgage; exchange of security; leasehold and equity mortgage. *Access:* Files arranged by subject and province. ***Storage Medium:*** Paper. ***Program Record Number:*** FCC ADM 110

Research

Description: Research reports, studies, data and correspondence. *Topics:* Research projects; farm financial surveys; surveys – financial conditions; loan risk analysis; farm accounting; farm management initiatives. *Access:* Files arranged numerically by subject. ***Storage Medium:*** Paper. ***Program Record Number:*** FCC ADM 050

Research Policy

Description: Information on policy, meetings, farm management, projects and training. *Topics:* Research coordination system; research meetings; Rural Adjustment Program; program development; Canadian farm management committee; financial management and analysis course. *Access:* Files arranged numerically by subject. ***Storage Medium:*** Paper. ***Program Record Number:*** FCC ADM 040

Statistical Information and Programs

Description: Statistical information, new program developments, listing of computer programs, loan summary and review coding, reports, summaries and correspondence. *Topics:* Coding instructions; purpose of loans; appraisal; budget analyses; national lending summary; application and appraisal workload; federal farm credit statistics; documentation; standing committee; advisory committee; characteristics of borrowers; National Appeal Board summaries; annual report; terminal special reports; bankruptcies; branch appeal board reports; number of accounts; financial and lending data; selected statistics programs; Farm Financial survey. *Access:* Files arranged numerically by subject. ***Storage Medium:*** Paper. ***Program Record Number:*** FCC ADM 055

Technical Information

Description: Technical information and reports for subject areas not previously specified. *Topics:* Canadian Socio-economic Information Management (CANSIM); monthly and quarterly production runs – AGDATA (commodity prices, bond market). *Access:* Statistics Canada (codes available at FCC). ***Storage Medium:*** Statistics Canada computer. ***Program Record Number:*** FCC ADM 060

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Administration and Management Services

Audits

Budgets
Buildings and Properties
Employment and Staffing
Finance
Human Resources
Official Languages
Pensions and Insurance
Personnel
Procurement
Training and Development

Personal Information Banks

Access to Information and Privacy Requests

Description: This bank contains formal requests made by individuals under the Privacy Act and the Access to Information Act, the replies to such requests and information relating to their processing. *Class of Individuals:* Individuals requesting access to information under the Privacy Act and the Access to Information Act. *Purpose:* This information is used for processing requests made under the Privacy Act and the Access to Information Act. *Consistent Uses:* This information may be used for research, statistical, program monitoring and evaluating purposes; it is also used in response to a complaint filed by an individual to the Privacy or Information Commissioner, or in defence against a court action. *Retention and Disposal Standards:* The records are retained for two years after all actions have been completed. *TBS Registration:* 003007 *Bank Number:* FCC PPU 035

Applications for Employment

Description: This bank contains recruitment documents or applications for employment with FCC and any related correspondence. This bank may also contain personnel or staffing interviews, psychological tests, test results and analysts' reports. *Class of Individuals:* Potential FCC employees. *Purpose:* To meet the human resources needs of FCC. *Consistent Uses:* Information may be transferred to an employee bank if the individual is offered and accepts employment. This information may also be used for research, planning, evaluation and statistical purposes. *Retention and Disposal Standards:* Retained a minimum of two years. However, unsolicited applications are destroyed after six months. *TBS Registration:* 003008 *Bank Number:* FCC PPU 015

Loan Administration – Client Files

Description: This bank contains information relating to farmers who have loans under the Farm Credit Act and the Farm Syndicates Credit Act. The information consists of loan documentation, loan assumptions, loan renewals, financial statements and arrangements, leases, property management and administration, legal documentation and copies of correspondence relating to the ongoing administration of FCA and FSCA loans and FCC properties. *Class of Individuals:* Farmers who have loans under FCA and FSCA. *Purpose:* The purpose of this bank is to administer and monitor client loans and FCC properties. *Consistent Uses:* Information in this bank is used for statistical purposes, monitoring, renewals, collections and legal recovery actions and the general administration of loan accounts. *Retention and Disposal Standards:* Records on approved loans are retained for a maximum period of 32 years, or two years from the date the loan is fully repaid, whichever is the lesser period, and then destroyed. Files for abortive/cancelled loans, or withdrawn/rejected applications are kept a maximum of two years from date of such action and then destroyed. *TBS Registration:* 003006 *Bank Number:* FCC PPU 010

Loan Applications – Client Files

Description: This bank contains information relating to individuals who apply for loans under the Farm Credit Act and the Farm Syndicates Credit Act. The information consists of loan application forms, financial statements, farm appraisal reports, personal income and other client profile information, client appeals, copies of correspondence relating to the repayment and ongoing administration of FCA and FSCA loans and related legal documentation. *Class of Individuals:* Farmers who apply for loans under FCA and FSCA . *Purpose:* The purpose of this bank is to determine eligibility for loans and the administration of loans. *Consistent Uses:* Information in this bank is used for statistical purposes, monitoring, loan renewals, collection and recovery administration. *Retention and Disposal Standards:* Records on approved loans are retained for a maximum period of 32 years, or two years from the date the loan is fully repaid, whichever is the lesser period, and then destroyed. Files for abortive/cancelled loans, or withdrawn/rejected applications are kept a maximum of two years from date of such action and then destroyed. *Bank Number:* FCC PPU 005

Mailing Lists

Description: This bank contains mailing lists with the names and addresses of individuals, academic and farming organizations, firms, companies, groups, etc. *Class of Individuals:* Individuals, academic and farming organizations, firms, companies, groups, government officials, etc. *Purpose:* To maintain standard lists of individuals, organizations, groups, businesses, etc. for the purpose of mailing publications, reports, newsletters, press releases and other documentation on FCC's activities, programs and marketing. *Consistent Uses:* The information is used to mail and distribute documentation to individuals on the mailing lists. *Retention and Disposal Standards:* Records are updated continuously and the information is kept up to when superseded. *TBS Registration:* 003009 *Bank Number:* FCC PPU 020

Requests from Federal Investigative Bodies

Description: This bank contains requests for personal information pursuant to paragraph 8(2)(e) of the Privacy Act by federal investigative bodies, the replies to such requests, the records of information disclosed, any correspondence with the Privacy Commissioner and all records relating to the processing of the requests. *Class of Individuals:* Individuals being investigated by federal investigative bodies. *Purpose:* The purpose of this bank is to meet the requirements of the Act. *Consistent Uses:*

Compiling statistics relating to requests from federal investigative bodies. ***Retention and Disposal Standards:*** Files are retained for two years after their last administrative action and are then destroyed. ***TBS Registration:*** 003010 ***Bank Number:*** FCC PPU 025

Temporary Help Agencies

Description: This bank contains a list of calls made for temporary help services. It includes the names of the agencies contacted, the name of the person referred, the hourly rate charged by the agency, the approximate duration of employment, the name of the contact person at the agency and a description of the selection criteria. ***Class of Individuals:*** Personnel referred by the agencies. ***Purpose:*** The purpose of this bank is to maintain a record of temporary help personnel. ***Consistent Uses:*** This bank is also used to back up financial records and invoices. ***Retention and Disposal Standards:*** The records are retained for two years for administrative purposes and then destroyed. ***TBS Registration:*** 003011 ***Bank Number:*** FCC PPU 030

Manuals

- Advisory Services Policy and Procedures
- Farm Credit Act Policy and Procedures – Lending
- Farm Credit Act Policy and Procedures – Loan Administration
- Farm Syndicates Credit Act Policy and Procedures – Lending
- Farm Syndicates Credit Act Policy and Procedures – Loan Administration

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

The public may direct enquiries for information about the Corporation and its policies and procedures to:

Communications
Farm Credit Corporation
434 Queen Street
(P.O. Box 2314, Postal Station D)
Ottawa, Ontario
K1P 6J9

(613) 996-6606

Alberta/British Columbia Regional Office

Suite 1550, 10250-101 Street
Edmonton, Alberta
T5J 3P4

(403) 495-4488

Saskatchewan Regional Office

110-2401 Saskatchewan Drive
Regina, Saskatchewan
S4P 4H9

(306) 780-5610

Manitoba Regional Office

400-5 Donald Street
Winnipeg, Manitoba
R3L 2T4

(204) 983-4039

Ontario Regional Office

201-450 Speedvale Avenue West
Guelph, Ontario
N1H 7G7

(519) 821-1330

Quebec Regional Office

Suite 2000, 2700 Laurier Boulevard
P.O. Box 3600
Sainte-Foy, Quebec
G1V 4C7

(418) 648-3993

Atlantic Regional Office

Suite 230
1133 St. George Boulevard
Moncton, New Brunswick
E1E 4E1

(506) 851-6595

Reading Room

The Corporation's boardrooms and libraries have been designated under the Access to Information Act as public reading rooms. They are located in the head office and regional offices at the addresses listed above under Additional Information.

Federal Business Development Bank

Chapter 48

General Information

Background

The Federal Business Development Bank (FBDB), a Crown corporation, was established by the Federal Business Development Act (proclaimed in force on October 2, 1975) to succeed the Industrial Development Bank (IDB), which was formed in 1944.

While the IDB was primarily concerned with the provision of financial assistance, the Federal Business Development Bank was created to promote and assist in the establishment and development of business enterprises in Canada by providing financial assistance, management counselling, management training, information and advice, with particular consideration to the needs of small businesses. The Bank provides small business enterprises with a single source from which both financing and information suited to their unique requirements may be obtained. A network of branches across Canada provide the full range of the Bank's services to small businesses located in each branch territory.

Responsibilities

The Bank is responsible for acting as a supplemental lender, providing funds by means of loans and equity financing to independent businesses that cannot obtain the funds elsewhere on reasonable terms and conditions. It often caters to the needs of firms that may be either too small, too far from commercial centres, or too specialized to be able to attract the attention of conventional lenders. Through its Venture Capital Division, the Bank is also responsible for providing equity capital in addition to, or in place of, loans and guarantees.

Legislation

- Federal Business Development Bank Act

Organization

The Bank has a network of branches across Canada organized into five regions: British Columbia and the Yukon, Prairies and Northern region, Ontario, Quebec, and Atlantic. The Bank's head office is located in Montreal and there are regional offices in Vancouver, Winnipeg, Toronto, Montreal, and Halifax.

The regional offices provide guidance to branches with respect to the application of established Bank policy and procedures. They also process financing applications for amounts exceeding branch limits. They are responsible for all management services activities in the region, and for ensuring that the general public within the region has access to the Bank's management training services, management counselling and financial and strategic planning services.

The branches provide financing, counselling and management training services to small businesses located within their particular territory. Enquiries and applications for financing are received by branch personnel and processed in accordance with established policy and procedure. The branches are also responsible for the efficient operation of management services activities in their geographical area, and for ensuring that the general public has access to the Bank's services.

The various services and departments of the Bank include the following:

■ Financial Services

Loans Division: Establishes and oversees policies and procedures with respect to the provision of financial assistance to small and medium-sized businesses. In addition, the Division oversees the management of the Bank's loan portfolio for the entire life of all accounts. Most financing is provided in the form of loans for such purposes as purchasing fixed assets, replenishing working capital, refinancing, and financing a change of ownership. Guarantees may be provided to other financial institutions to enable a business to obtain an adequate line of credit.

Venture Capital Division: Responsible for all equity and venture capital financing. Its role is to act as a catalyst in stimulating the formation of risk capital for companies with high growth potential. It ensures that all proposals satisfy Bank policy and are financially viable. This division assesses, on a continuing basis, the adequacy and suitability of investment policy and procedures and, when necessary, recommends changes. The services of this division include direct purchase of a minority ownership interest, underwriting of private placements, joint ventures, syndication of proposals to other venture capitalists and financial institutions, as well as assistance in mergers and acquisitions.

■ Management Services Division

The Management Services Division is responsible for promoting and assisting the establishment and development of small business in Canada by providing management counselling, management training and financial and strategic planning services.

Management Counselling Service: Counsels business persons on how to engage in small business in Canada through the facilities of the Counselling Assistance to Small Enterprises (CASE) program. Strategic Planning is a service designed to help businesses methodically plan each stage of their development. The Packaging service involves the Bank undertaking an analysis of business proposals and completing a report to be used by financial institutions and government agencies to properly assess the entrepreneur's application for funding.

Management Training Service: Presents a continuing program of small business and management seminars to the general public across Canada. In conjunction with business associations and small businesses, the Service presents management seminars oriented toward specific industries to groups of business people. It also writes, publishes and distributes a series of adult education courses on small business management (owner/manager courses) for provincial and territorial ministries of education. Finally, it organizes and supports workshops, conferences, and clinics for the promotion of good management practices with small businesses. It also writes, publishes and distributes to the public a continuing series of booklets on small business topics.

■ Head Office Departments

Corporate Secretariat: Responsible for the Board of Directors, its Committees, and responses to Parliament.

Legal Services: Provides legal advice to the Bank in connection with its specific program activities and support departments.

Planning and Economics: Responsible for short and long-term strategies, analysis of existing activities and corporate development. This department also provides information on economic conditions and the impact of the Bank's activities upon the economy.

Public Affairs: Responsible for advertising and public relations to promote the role and activities of the Bank.

Finance: Responsible for funding of corporate cash requirements, monitoring of cash flow, deposit and investment of corporate funds and interest rate forecasts.

Insurance: Responsible for insurance related to loan security and corporate insurance.

Controller: Responsible for all accounting in the Bank.

Internal Audit and Inspection: Conducts periodic reviews of systems of internal control over Bank operations.

Government Relations: Responsible for the coordination of communication between the Bank and the Minister, the government and members of Parliament, and has responsibility for international relations.

Human Resources and Administration: Provides the Bank with corporate-wide human resources management as well as with the overall administration support services. It is also responsible for official languages.

Information Systems: Develops and maintains business systems (manual and computerized) to support the operational functions and management information needs of the Bank.

Information Holdings

Program Records

Accounts History File

Description: Statistical information on all (past and present, dormant and active) loans, guarantees, investments and customer accounts since 1944. *Topics:* Account number; date authorized; geographical code; industrial code; original maturity date; actual maturity date. *Storage Medium:* Computer tape. *Access:* Files are arranged by customer number. *Program Record Number:* BDB FLS 030

Dead Loan File

Description: Statistical information on all loans. *Topics:* Account number; name; type of financing; zone codes; modifier; interest rate; statistical codes; authorization date; maturity date; gross authorized; net authorized and write-offs. *Storage Medium:* Computer tape. *Access:* Files arranged by customer number. *Program Record Number:* BDB FLS 035

Investments and Venture Capital

Description: Correspondence, policy, procedures, and records related to the disbursement and monitoring of funds where there is an investment or venture capital factor. *Topics:* Enquiries; submission and authorization procedures; policy and procedures on superseding and supplementary proposals; disbursements; monitoring of investments; underwriting; mergers; acquisitions and divestitures; arrears; category classification; write-offs. *Program Record Number:* BDB FLS 045

Loan Accounting and Processing System (LAPS)

Description: Database containing accounting and statistical information on Bank loans, investments and guarantees. The initial data are entered from the loan authorization form and are continually updated throughout the administration of a customer account. *Topics:* Customer identification – name, address, branch, industry code; category code and zone code; loan information – type of loan, loan category, investment, guarantee, disbursement, payment and write-off information. *Access:* Files arranged by customer number. *Storage Medium:* Computer disk or tape. *Program Record Number:* BDB FLS 025

Loans, Guarantees and Other Types of Financing

Description: Information on submission and authorization procedures, disbursements and category classification, as well as policy, procedures and correspondence related to other forms of financing. *Topics:* Superseding and supplementary credits; closely related accounts; leasing; interim bridge financing; conditional sales contracts; joint loans; disbursements; category classification and write-offs. *Program Record Number:* BDB FLS 020

Management Counselling

Description: Information on policy matters governing the administration of CASE, accounting procedures and related correspondence. Information on policy matters and activities of financial and strategic planning services and related correspondence. *Topics:* Engagement of coordinators; contract administration; coordinator conferences; recruiting of counsellors in each region; engagement of outside consultants; legal liability of counsellors; type of assignments; counsellor training; accounting and administration records; and the history of CASE. Evaluations of planning programs; conferences; activity reports; budgets; general administration. ***Program Record Number:*** BDB MTS 055

Management Services

Description: Basic administrative records of management services, including publicity for the various services, budgets, costs, and financial statements; reports and operating statistics for each activity, as well as miscellaneous information, copyright data, and correspondence with other organizations. *Topics:* Complimentary letters; CASE and management training; budgets; operational plans; strategic overviews; accounting; auditors; systems development; activity reports – head office, regional and branch statistical reports, evaluations and related correspondence; Small Business Week; Business Management Awards. ***Program Record Number:*** BDB MTS 050

Management Training

Description: Information on audio-visual aids, courses, federal-provincial conferences and relations, joint seminars with other organizations, seminars, Small Business Institute program, training of trainers, management training workshops, research and development and graphic design. *Topics:* Audio-visual aids pertaining to joint seminars; workshops; owner-manager courses and advertising; owner-manager course development and curriculum; FBDB provincial conferences; joint seminars with other associations or organizations; seminar development; Minding Your Own Business (MYOB) Series; publications. ***Program Record Number:*** BDB MTS 065

Other Sources of Financing

Description: Information on sources of financing other than that provided by the Bank. *Topics:* Federal and provincial sources of financing; chartered banks; insurance companies; sales finance and leasing companies; trust companies; venture capital companies; factoring companies. ***Program Record Number:*** BDB FLS 015

Policy

Description: Information on Bank lending policy and, in particular, its policy with respect to the availability of funds elsewhere, commitment and standby fees, prepayment indemnities, interest rates, and refinancing of funds. *Topics:* Availability of funds; change of ownership; types of business; commitment and standby fees; interest rates; refinancing; prepayment indemnity; working capital; credit bureaus. ***Program Record Number:*** BDB FLS 010

Reports

Description: Activity reports prepared by Financial Services at head office, the regions and branches, including reports of accounts in arrears, equity investments, write-offs, and disbursements. *Topics:* Reports – from head office, regions and branches on accounts (over $500000) in arrears for more than one month; progressive reports; estimate of possible losses; equity investments report (monthly and semi-annually); summary of write-offs and review report; applications declined; report on operations; regional activity schedule; report analysis of accounts by category; report on loan authorizations; liability reports; loans partially disbursed; recoveries expected on accounts written off; monthly report on loans fully undisbursed; and semi-annual investment return reports. ***Program Record Number:*** BDB FLS 005

Support Groups

Description: Correspondence on support groups which provide analysis and research on credit submissions. *Topics:* Project Research Services; the Project Analysis Group, and Special Services. ***Program Record Number:*** BDB FLS 040

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting
Acts and Legislation
Administration
Administrative and Management Services
Audits
Budgets
Buildings and Properties
Buildings
Co-operation and Liaison
Equipment and Supplies
Finance
Furniture and Furnishings
Lands
Office Appliances
Procurement
Utilities
Vehicles

Personal Information Banks

Regional Register of CASE Counsellors

Description: This bank contains information on retired business and professional people who are registered as counsellors under the CASE counselling program. The purpose for which the information was compiled or obtained was to provide information to coordinators on the qualifications and experience of counsellors with a view to matching them with the needs of the applicant business. Records are retained for six years from the date they become inactive. ***Bank Number:*** BDB PPU 005

Classes of Personal Information

In the course of conducting the programs and activities of the Loans, Venture Capital and Management Services Divisions, some personal information may be accumulated within the Federal Business Development Bank's client files. Information may include such items as an individual's name, age, marital status, employment or managerial history, or information relating to financial transactions in which the individual is or has been involved. This form of personal information is normally retrievable only if specific information concerning the name of the enterprise or the number of the account concerned is provided.

Loans and Venture Capital Division client enquiries and applications are retained for two years, while client files are retained for a total of six years from the date the loan is cancelled, fully repaid, withdrawn, declined or written-off and inactive. Management Services client files are retained for six years from the date the files become inactive and enquiries are retained for two years.

Manuals

- CASE Operating Manual
- Environmental Risk Management Manual
- FBDB Circular Manual
- Modules and resource books for Credit Personnel Training Program (CPTP)
- Standard File Classification Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Bank and its various programs and functions may be directed to:

Public Affairs Department
Federal Business Development Bank
800 Victoria Square, Suite 1100
Montreal, Quebec
H4Z 1L4

(514) 283-7515

Reading Room

In accordance with the Access to Information Act, an area in the Bank's Legal Services library at each of the premises listed below has been designated as a public reading room:

Head Office

800 Victoria Square
Suite 1100
Montreal, Quebec
(514) 283-5904

Atlantic Region

Cogswell Tower
Suite 1400, Scotia Square
Halifax, N.S.
(902) 426-7860

Quebec Region

800 Victoria Square, Suite 4600
Montreal, Quebec
(514) 283-3657

Ontario Region

777 Bay Street, Suite 2900
Toronto, Ontario
(416) 973-1144

Prairies and Northern Region

155 Carleton Street, Suite 1200
Winnipeg, Manitoba
(204) 983-7811

British Columbia and the Yukon Region

601 Hastings Street West, Suite 700
Vancouver, British Columbia
(604) 666-7800

Fisheries and Oceans

Chapter 49

General Information

Background

The Department of Fisheries and Oceans was created in April 1979 by the Department of Fisheries and Oceans Act. The Fisheries Act was enacted in 1867 in accordance with the responsibility for "sea-coast and inland fisheries" placed on the federal government by section 91(12) of the Constitution Act, 1867.

Responsibilities

The Department of Fisheries and Oceans is responsible for a wide range of fisheries activities, including fisheries management and research in coastal and inland waters, fisheries economic development, international fisheries negotiations, oceanographic research, hydrographic surveying and charting, and the development and administration of fishing and recreational harbours.

Legislation

- Atlantic Fisheries Restructuring Act
- Coastal Fisheries Protection Act
- Department of Fisheries and Oceans Act
- Fisheries Act
- Fisheries Development Act
- Fisheries Improvement Loans Act
- Fisheries Prices Support Act
- Fisheries and Oceans Research Advisory Council Act
- Fish Inspection Act
- Fishing and Recreational Harbours Act
- Freshwater Fish Marketing Act
- Great Lakes Fisheries Convention Act
- Northern Pacific Halibut Fishery Convention Act
- North Pacific Fisheries Convention Act
- Northwest Atlantic Fisheries Convention Act
- Pacific Fur Seals Convention Act
- Saltfish Act
- Territorial Sea and Fishing Zones Act

Organization

■ Science

The Science Sector includes an extensive range of programs which contribute to the management and development of renewable and non-renewable ocean resources, and to the understanding of ecological processes within the aquatic and marine environment. It also includes precautions and remedies required to restore and protect that environment and the resources associated with it.

Fisheries and Biological Sciences Directorate: Provides a scientific basis for the management and development of Canada's fisheries and biological resources. Research programs are focused on resource assessment, aquaculture and resource development, and biological oceanography.

Physical and Chemical Sciences Directorate: Responsible for the study of physical properties, processes and phenomena in marine waters, and the study of the flux, distribution and behaviour of organic and inorganic materials on fish and on the pathways of pollutants throughout the ecosystem. Technology development is carried out not only in support of the research activities but also for transfer to Canada's ocean industry. In addition to physical and chemical oceanographic research, activities include the operation of a Marine Environmental Data Service which collects and distributes oceanographic and wave climate information, tide and water level measurements, and related data.

Canadian Hydrographic Service: Mandated to carry out all necessary hydrographic surveys and to publish, maintain and distribute the navigational charts, sailing directions and tide tables needed to permit safe and efficient navigation in all Canadian navigable waters.

■ Atlantic Fisheries

This Sector is responsible for the planning, direction and coordination of field operations relating to fisheries management in Newfoundland, Nova Scotia, New Brunswick, Prince Edward Island and Quebec. The Sector is also responsible for the development and implementation of commercial and recreational fisheries policies and programs in those areas. The work involves resource allocation, implementation of development programs, fulfilment of foreign arrangements, and the conservation, protection and enhancement of fishery resources and fish habitat on the Atlantic coast.

Atlantic Operations Directorate: Responsible for providing advice and support to the Assistant Deputy Minister (Atlantic Fisheries) on issues related to fisheries management in the various regions of the Atlantic coast. This involves coordinating policies and programs on a national basis and working with the regions towards the surveillance and management of the 200-mile exclusive fisheries zones. Specifically, these programs include the design and administration of a licensing system, resource allocation, including yearly fishing plans, and the coordination of enforcement activities. The Directorate also works towards quality improvement and the provision of assistance to fishermen and processors in the development of new methods of harvesting and processing.

Atlantic Fisheries Licence Appeal Board: Was established to hear appeals from fishermen dissatisfied with departmental licensing decisions. The Board also considers general problems on licensing policy, and makes recommendations to the Minister and the Atlantic Regional Council, an advisory body to the Minister of Fisheries and Oceans.

Pacific and Freshwater Fisheries

This Sector is responsible for the planning, direction and coordination of field operations related to the marine and anadromous fisheries in British Columbia and all fisheries in the Yukon and Northwest Territories. Work in these areas includes resource allocation, implementation of development programs and fulfilment of foreign arrangements. In Ontario, Manitoba, Saskatchewan and Alberta, the federal government supports a strong research program, carries out inspection of fish and fish products and enforces federal fisheries regulations. The provinces are responsible for all other aspects of fisheries management, although the federal government develops and implements commercial fisheries policy for the short- and medium-term in these areas. The Sector also has national responsibility for fish habitat (including enhancement activities).

Fisheries Operations Directorate: Responsible for providing advice and support to the Assistant Deputy Minister (Pacific and Freshwater Fisheries) on issues related to fisheries management in the various regions of western Canada. This involves coordinating and working with the regions for the surveillance of the 200-mile exclusive fisheries zones, conservation programs, fish and fishery products upgrading, and assistance to fishermen and processors in the development of improved and new methods of harvesting and processing.

Fish Habitat Management Branch: Provides advice on fish habitat management issues in all regions of Canada. This involves the preparation of national policy guidance on habitat affairs and the coordination of work with the regions. Related activities include habitat protection, conservation, compliance with legislation, restoration and development. The Branch also advises on research in support of departmental protection of fish and fish habitat.

Arctic and Inland Fisheries Branch: Provides the focus for all departmental policy and program coordination and delivery in the Arctic and Inland Fisheries sector of the Department. These programs include marine mammal stock assessment and surveys, inland fisheries management, monitoring of fish habitat disruption, and conservation and protection of fishery and marine mammal resources in the Northwest Territories.

Policy and Program Planning

The Sector is responsible for strategic policy and planning, economic and commercial analysis and communications.

Strategic Policy and Planning Directorate: Includes corporate policy development and coordination, strategic planning, federal/provincial relations and Native fisheries policy.

Economic and Commercial Analysis Directorate: Encompasses analysis in support of policy development, market analysis and intelligence, and the administration of the Fishing Vessel Insurance Program and the Fisheries Improvement Loans Act. It also provides policy analysis and advice with respect to the Fisheries Prices Support Board, the Canadian Saltfish Corporation and the Freshwater Fisheries Marketing Corporation. It is also responsible for policy development regarding oceans and recreational fisheries.

Communications Directorate: Responsible for the Department's corporate communications activities. It develops communications strategies and supports the initiatives of all sectors as well as scientific publications.

International Directorate

This Directorate encompasses the conduct of international relations to advance Canada's fisheries conservation and trade interests in co-operation with the Department of External Affairs and other government departments. This includes the negotiation and administration of international treaties and agreements affecting bilateral and multilateral fisheries relations with other countries, as well as the formulation and representation of fisheries trade positions. The International Directorate focuses on three main subject areas: Atlantic fisheries, Pacific fisheries and trade policy. The Directorate is accountable for policies, strategies and programs aimed at advancing, developing and protecting Canada's fisheries conservation and trade interests through international fisheries relations and the settlement of maritime boundary disputes with countries bordering on or near the Atlantic and Pacific Oceans. These endeavours include lowering tariffs and removing non-tariff barriers, expanding access to foreign markets and providing advice to the Trade Negotiations Office in current Canada/U.S. talks.

The Department participates in nine multilateral fisheries commissions involved in scientific and conservation activities. Financial contributions to these organizations are non-discretionary obligations on behalf of Canada pursuant to various treaties.

Corporate Management Programs

The Sector is responsible for corporate financial and administrative services and human resource planning, for directing the acquisition and management of capital assets, for developing the Department's national regulations and enforcement activities, and for developing and implementing policies, regulations and programs to ensure that fish and fish products meet appropriate inspection standards.

Inspection Directorate: Responsible for providing assurance that fish and fish products in export, import and interprovincial trade do not present a health hazard, are of acceptable quality and are not fraudulently marketed. The program also provides the focus for departmental involvement in quality improvement initiatives, such as dockside and final product grading, designed to improve the consistency of fish quality, reduce wastage of the fishery resource and improve processing yields. It is a comprehensive program carried out nationally in all regions of the Department for inspection of fish and fish products, fish processing establishments, and vessels and facilities used in handling and transporting fish.

Regulations and Enforcement Directorate: Responsible for developing and promulgating the Department's national regulations and directing the Department's enforcement activities.

Capital Assets Directorate: Includes the management of the capital asset inventory of the Department, which consists of small craft harbours and all other departmental assets such as special-purpose buildings and other facilities, vessels and a wide range of equipment.

Finance and Planning Directorate: Provides financial and planning advice and services to the departmental executive, program managers and regional finance officers.

Information Management and Technical Services: Provides corporate leadership in the development and implementation of national information and administrative systems. The Directorate's major objective is to ensure that the Department is provided with well-designed, efficient and cost-effective systems to meet operational, research, administrative and management information needs.

Internal Audit Directorate: Advises on the efficiency, economy and effectiveness of internal management policies, practices and controls, and identifies areas where improvements are needed.

Program Evaluation Directorate: Responsible for undertaking specific evaluation studies and making recommendations for the discontinuation, modification or confirmation of policies and programs.

Information Holdings

Program Records

Arctic and Inland Fisheries

Description: Information on policy and program coordination and delivery in the Arctic and Inland Fisheries sector of the Department. *Topics:* Marine mammal stock assessment and surveys; inland fisheries management; fish habitat disruption; conservation of fishery and marine mammal resources in the Northwest Territories. *Program Record Number:* DFO PFF 033

Atlantic Fisheries Licence Appeal Board

Description: Information on Atlantic fisheries licences. *Topics:* Appeals from fishermen dissatisfied with departmental licensing decisions; licensing policy; recommendations to the Minister and the Atlantic Regional Council. *Program Record Number:* DFO AFS 018

Atlantic Operations

Description: Management, conservation and protection of the fisheries, including their habitat; resource rehabilitation and inspection, provision of services and developmental programs to the fishing industry. *Topics:* Resource management; offshore surveillance and enforcement; inshore surveillance and enforcement; inland surveillance and enforcement; allocation; gear and vessel development; licensing; inspection. *Access:* Records are arranged numerically by subject. *Storage Medium:* Records in paper, microfiche and EDP format. *Program Record Number:* DFO AFS 015

Capital Assets

Description: Information on the design, construction, purchase and operation of the departmental fleet, and on the development, construction and operations of small craft harbours, and other capital assets. *Topics:* Ship acquisition; berthing and wharfage; certificates; licences and acceptance papers; navigation; repairs; refit; harbour management and property administration; commercial fishing harbours; recreational harbours. *Storage Medium:* Paper, micrographics, and EDP format. *Program Record Number:* DFO CRP 120

Economic and Commercial Analysis

Description: Information on policies, programs and activities in the areas of socio-economic research and analysis. *Topics:* Socio-economic research and policy; statistics; bank of information relating to Survey of Atlantic Fisheries, 1984. *Program Record Number:* DFO PPP 045

Federal-Provincial Relations

Description: Information on federal-provincial-territorial consultations and deliberations and on strategies and negotiations adopted by the Department relating to the conduct of federal-provincial-territorial affairs. *Topics:* Economic and regional development agreements; frameworks for federal-provincial consultation and liaison; federal-provincial-territorial economic and constitutional issues. *Program Record Number:* DFO PPP 055

Finance and Planning

Description: Finance and Planning Directorate records. *Topics:* Financial advice and services; planning services. *Program Record Number:* DFO CRP 125

Fish Habitat Management

Description: Information on the enforcement of regulations under the Fisheries Act and activities related to habitat management, protection enforcement, restoration and development. *Topics:* Habitat protection and operations; habitat planning; habitat restoration and development; resource rehabilitation and enhancement. *Program Record Number:* DFO PFF 025

Fish Inspection

Description: Inspection of fish products in export, import and interprovincial trade for safety, quality, and fairness of marketing. *Topics:* Product inspection and certification for export; monitoring of industry processing and grading practices; inspection of fish harvesting, handling, transportation, storage and processing facilities; introduction of quality improvement initiatives; development and testing of grade standards; development and enforcement of regulations. *Access:* Records are arranged numerically by subject. *Storage Medium:* Records in paper, micrographics and EDP format. *Program Record Number:* DFO CRP 070

Fisheries and Biological Sciences

Description: Acquisition of the knowledge base and provision of scientific advice relative to the management and development of fisheries and biological sciences.

Topics: Resource assessment; aquaculture and resource development; habitat assessment and development; and the many scientific disciplines included in research related to the above topics. ***Program Record Number:*** DFO SCI 010

Fisheries Operations

Description: Management conservation and protection of the fisheries, including habitat resource rehabilitation and inspection. *Topics:* Resource management; offshore surveillance and enforcement; inshore surveillance and enforcement; inland surveillance and enforcement; allocation and regulations development; licensing; inspection; native affairs – food fisheries; land claims and agreements; employment; band by-laws. ***Program Record Number:*** DFO PFF 030

Hydrographic Service

Description: Bathymetric data, navigational charts and other information on Canada's navigable waters and geophysical-hydrographic surveys. *Topics:* Navigation charts – surveys, production; tides, currents and water levels; sailing directions; ocean mapping; navigation. *Storage Medium:* Micrographics and EDP format. ***Program Record Number:*** DFO SCI 080

Informatics and Administration

Description: Informatics and Administration Directorate records. *Topics:* Development and implementation of national information and administrative systems to meet operational, research, administrative and management information needs. ***Program Record Number:*** DFO CRP 130

Internal Audit

Description: Internal Audit Directorate records. *Topics:* Advice on the efficiency, economy and effectiveness of internal management policies, practices and controls; improvements required. ***Program Record Number:*** DFO CRP 135

International Relations

Description: Development and implementation of policy and provision of expertise on matters involving international fisheries and fisheries trade relations. *Topics:* International relations; international trade and development. *Access:* Files arranged numerically by subject. *Storage Medium:* Micrographics and EDP format. ***Program Record Number:*** DFO INT 065

Physical and Chemical Sciences

Description: Studies which support the management of renewable and non-renewable marine resources. *Topics:* Physical oceanography; chemical oceanography; marine ecology; freshwater ecology; ocean dumping; university subventions; ocean engineering and technology transfer. *Storage Medium:* EDP format and data files. ***Program Record Number:*** DFO SCI 075

Program Evaluation

Description: Information relating to program evaluation policies, mandate, objectives, and guidelines. It also covers individual program evaluations conducted by the Branch. *Topics:* Subjects covered include departmental programs which have been reviewed. A five-year program evaluation plan is prepared and updated regularly. Some surveys of clients of federal fisheries and ocean science programs have been conducted and are included as banks of information. ***Storage Medium:*** Computer and paper files. ***Program Record Number:*** DFO CRP 050

Regulations and Enforcement

Description: Regulations and Enforcement Directorate records. *Topics:* Fisheries management regulations; enforcement activities. ***Program Record Number:*** DFO CRP 115

Strategic Policy and Planning

Description: Information on departmental and government-wide priorities, directions and initiatives; information on native policies, programs and issues. *Topics:* Departmental priorities and strategies; native issues and programs; land claims. ***Program Record Number:*** DFO PPP 040

Personal Information Banks

Atlantic Commercial Fishing Licence Database

The bank contains an alphabetical listing of Atlantic commercial fishermen with complete licensing and fishing vessel profiles for each. The data are supplied to the Department by fishermen on their licence application forms. The key data elements are name, address, homeport, fishing category (full-time or part-time), fees paid, vessel name, vessel specifications, licence entitlements and fisheries identification number. The data are used in developing fishing plans and some information is provided to the Canadian Coast Guard for vessel safety inspections and in cases of emergency. This bank may be used as a source of information for other banks such as Surveys (DFO PPU 075), Catch and Effort Data (DFO PPU 055), Fishing Vessel Insurance Plan (DFO PPU 015). For the purposes of enforcement and conducting investigations in accordance with Canadian fisheries legislation, data from Catch and Effort (DFO PPU 055) and DFO Violations (DFO PPU 060) are linked with this bank. Data from this bank is also shared with various provincial departments under s. 8 (2) (f) of the Privacy Act, for the purposes of administering a law or conducting a legal investigation. The purpose of this bank is to contribute to the process of establishing annual fishing plans. Retention of standards are to be established. ***Bank Number:*** DFO PPU 010

Catch and Effort Data

The Department collects "Catch and Effort Data" through fish sales slips and fishing logbooks from commercial fish buyers and vessel skippers. The information identifies individual vessel and commercial buyer, species sold/purchased, amount paid, area of catch and fishing effort where applicable, on a trip by trip basis. For various purposes, including enforcement and conduct of investigations in accordance with Canadian fisheries legislation, data is linked with the Commercial Fishing Licence Database (DFO PPU 010) and DFO violations (DFO PPU 060). The Department's catch and effort data system is a decentralized one operated in five coastal regional offices. Freshwater Fish Marketing Corporation and Ontario Ministry of Natural Resources are responsible for catch statistics on inland fisheries in Prairie Provinces (including N.W.T.) and Ontario, respectively. Information in this bank relates to commercial fish buyers and vessel owners/skippers. The catch and effort data are used by the Department primarily for fish stock assessment purposes. These data are also needed for economic analyses and program evaluations of various segments of the fisheries and for fisheries management purposes as authorized by the Fisheries Act and other acts of Parliament under the responsibility of the Minister of Fisheries and Oceans. Some personal information maintained in the bank is shared with the Nova Scotia Department of Fisheries with the written consent for disclosure from the individual to whom the information relates. In all the above areas, data are produced in reports containing no personal information. However, personal information is maintained in the bank. Information in this bank will be held indefinitely due to the historical value of the information. ***Bank Number:*** DFO PPU 055

DFO Violations

The bank contains statistical data on individuals/companies plus detailed information of offences committed under Canadian fisheries legislation. The information in this bank relates to individuals with or without a fisherman's licence, and companies. The bank is used for enforcement action with respect to violations of Canadian fisheries legislation. For various purposes, including enforcement and conduct of investigations in accordance with Canadian fisheries legislation, data is linked with Catch and Effort (DFO PPU 055) and Commercial Fishery Licence Database (DFO PPU 010). The information is also used to compile various statistics to determine compliance and surveillance levels, to have an historical database to help identify problem areas for planning purposes and for use in court proceedings. The length of retention is to be established with Departmental Records Manager and National Archives of Canada. ***Bank Number:*** DFO PPU 060

Fish Health Officials

The bank contains personal files with information submitted in support of applications for recognition as Fish Health Officials under the Fish Health Protection Regulations. Applicants include federal and provincial government employees as well as persons in the private sector in Canada, and from other countries. The bank also contains lists with names, addresses, and specimen signatures of Fish Health Officials. Based on the information provided by individuals, and personal references obtained from third parties, decisions are made whether to accept or reject applicants requesting recognition as Fish Health Officials. Lists of recognized Fish Health Officials are prepared, with specimen signatures. Lists with individual specimen signatures of Fish Health Officials are sent to Local Fish Health Officers (LFHO's) who administer the Fish Health Protection Regulations in each province/region of Canada. LFHO's use the lists to verify signatures on Fish Health Certificates that are required before import permits can be issued for importation or transfer between provinces of cultured salmonid fish. The bank relates to professionals with specific education and experience in fish disease diagnostics. Personal files of Fish Health Officials (FHO's) and master copies of lists of FHO's will be held in a central registry in the Fisheries Research Directorate. FHO files will be destroyed five years after cancellation as an FHO. ***Bank Number:*** DFO PPU 040

Fisheries and Oceans Science Subvention Program

The primary use of the bank is to record receipts and decisions concerning applications for grants. It contains personal and professional histories supplied by applicants, evaluations of proposals and ongoing assessments of project success, relevance and the desirability of continued support prepared by departmental liaison officers. Basic project data is supplied to Statistics Canada and the National Research Council for statistical analyses. The files are required to properly administer the granting of funds for individuals. Information is disclosed to reviewers and members of the Review Committee. Successful applications have name, university, project award and liaison officer disclosed in an annual publication. Retention standards are to be established. ***Bank Number:*** DFO PPU 025

Fisheries Improvement Loan Information

The bank contains individual loan files on borrowers with defaulted outstanding loans that have been guaranteed under the program. Information relates to fishermen with loans guaranteed by the federal government. The purpose of the bank is to administer the Fisheries Improvement Loans Program and to safeguard the interest of the Crown by collecting debts still outstanding. ***Bank Number:*** DFO PPU 035

Fishing Licence Appeal Board

This bank contains information on past fishing history and on fishermen appealing the Department's decision not to issue, re-issue or transfer a fishing licence. The information relates to Canadian fishermen wishing to renew, transfer or obtain a specific fishing licence. The information is obtained to process an appeal sought by fishermen, through the appropriate licence appeal board. ***Bank Number:*** DFO PPU 090

Fishing Vessel Assistance Program Applicants

The bank contains the name and address of applicants; a description of vessels assisted; the amounts of subsidies approved; and a description of vessels replaced. Information relates to fishermen who apply for assistance under the program. The purpose of this bank is to determine whether applicants are eligible to receive assistance. The records are retained for ten years and then destroyed. ***Bank Number:*** DFO PPU 030

Fishing Vessel Insurance Plan – Insured Vessels

The purpose of this bank is to determine whether applicants are eligible to have their vessels insured under the plan; to record details of insured vessels and all other necessary data on premiums, indemnities and claims made against the plan. This bank acquires information from the Commercial Fishing Licence Database to verify vessel and vessel ownership. The bank contains names and address of owners of insured vessels; descriptions of insured vessels; and details of premiums paid and indemnities paid. The records are retained for 15 years and then destroyed. ***Bank Number:*** DFO PPU 015

Harbour Managers

This bank contains information on Harbour Managers appointed by the Minister. File on each Harbour Manager contains information as to name, address, education, social insurance number, experience and references. It also contains information as to the date of appointment (and cancellation) and remuneration for services performed. Note: With the exception of 30 PY's in the Pacific Region, Harbour Managers receive remuneration based on a percentage of the revenue collected at the harbour. This information relates to Harbour Managers, appointed by the Minister, in accordance with the Fishing and Recreational Harbours Act. Active and historic information from this bank is required for administration purposes. Harbour Managers are also designated as Enforcement Officers, in accordance with the Act. They provide on-site management, collect revenue and enforce the Act and Regulations. The information is used for audit purposes and occasionally for Court action, resulting from clients disobeying directions or not paying for berthing or other services. The retention and disposal information in this bank is to be determined with departmental records management and the National Archives of Canada. ***Bank Number:*** DFO PPU 070

Manuscript Reviews

The data bank contains a list of qualified referees (specialists in a variety of disciplines), and records the receipt, review and appraisal of manuscripts selected for publication or rejection. The purpose of this bank is to record receipt, review and appraisal of manuscripts selected for publication or rejection, and to maintain a list of qualified referees. Retention standards are to be established. ***Bank Number:*** DFO PPU 020

Personal Information Disclosed to Federal Investigative Bodies

Description: In accordance with subsection 8(4) of the Privacy Act, this bank has been established to retain copies of requests received from authorized federal investigative bodies for personal information pursuant to paragraph 8(2)(e) of the Privacy Act for the purpose of enforcing a law of Canada or a province, or carrying out a lawful investigation. The bank also contains the replies to such requests, the records of information disclosed, any correspondence with the Privacy Commissioner and all records relating to the processing of the requests. ***Class of Individuals:*** Individuals about whom requests for personal information have been received pursuant to paragraph 8(2)(e) of the Privacy Act from federal investigative bodies for the purpose of enforcing a law of Canada or a province or carrying out a lawful investigation. ***Purpose:*** The purpose of this bank is to permit the Privacy Commissioner to review disclosures made under paragraph 8(2)(e) of the Privacy Act. ***Consistent Uses:*** Compiling statistics relating to requests from federal investigative bodies. ***Retention and Disposal Standards:*** Two years after last administrative action. ***TBS Registration:*** 001741 ***Bank Number:*** DFO PPU 085

Prices Support Programs

The Fisheries Prices Support Board is authorized from time to time to make deficiency payments to fishermen on specific species. When programs are approved, fishermen are invited to complete an application form requesting deficiency payments on the approved species. Application forms include: name, address, social insurance number, sealing licence number of each applicant and the volume and value of the approved species sold during a given period. Currently there are no approved programs for species other than seal. This information is compiled to make deficiency payments on seal pelts because of depressed market prices for seal skins. The retention and disposal standards are to be established. ***Bank Number:*** DFO PPU 005

Real Property Records

This bank contains leases, licences and agreements issued in accordance with the Fishing and Recreational Harbours Act and Regulations, for the occupancy and use of harbour property. Names, addresses, description of property, length of term, rental and other considerations are included. The information contained in this bank relates to provincial governments, municipalities, commercial entities and private individuals. The information in the bank is used for administrative purposes, to ensure controlled use of harbour property, accounting records and audit purposes. Records are retained in accordance with departmental records management and the National Archives of Canada. ***Bank Number:*** DFO PPU 065

Requests for Oceanographic Data

This bank contains data concerning requests for services and information. Information relates to government departments, universities, consultants, general public, construction firms, publishing houses and regional offices. The bank is used as a measure of services to the public, to evaluate the type of service required by users, and to trace requests when necessary. ***Bank Number:*** DFO PPU 045

Requests Made Under the Access to Information and Privacy Acts

Description: This bank contains request forms sent by individuals to the Department under the Access to Information Act and Privacy Act. The bank also contains replies made to such requests, and all records related to the processing of these requests, including, if applicable, exemptions claimed, intervention of third parties, complaints received and reports and recommendations of the Information on Privacy Commissioners. ***Class of Individuals:*** All applicants, under the Access to Information or Privacy Act, for information controlled by the Department of Fisheries and Oceans. ***Purpose:*** The purpose of this bank is to store information about requests made under the Access to Information Act or Privacy Act. ***Consistent Uses:*** Compiling statistics relating to the administration of the Acts. ***Retention and Disposal Standards:*** Two years after last administrative action. (Note: This retention period has not yet been definitively established by National Archives of Canada.) ***TBS Registration:*** 001740 ***Bank Number:*** DFO PPU 080

Surveys

From time to time, surveys are carried out by the Department to obtain information. These surveys are Commercial Fishing Registration and Licensing Data; Domestic Quota System; Permis-pêcheur-bateau; Commercial Fishing Licence Data; Tidal Water Sport Fishing Licence Data; Licensing; Foreign Licensing and Surveillance System Flash; Aquaculture Licence; Complaint Control System; Import Rejection; Plant Capacity Survey; Vessel Performance Studies; Angler Diary; Coûts et revenus des entreprises de Pêche; Costs and Earning Survey of Commercial Fishermen; Survey of Pacific Costs and Earnings; Atlantic Canada Sport Catch Data. Other similar surveys may occur as the need arises. Information in this bank relates to clients of departmental programs and sports fishermen. The information is compiled to provide the department with the statistical or economic information it requires to manage its programs effectively. Information may be gathered through the Catch and Effort Data (DFO PPU 055) and Commercial Fishing Licence Database (DFO PPU 010) banks. Much of this data is published in a statistical format, with all personal identifiers removed. For example, Newfoundland region publishes annually its "Costs and Earnings" Survey; and the Pacific region publishes the "Recreational Mail Surveys". The length of retention varies for each survey. ***Bank Number:*** DFO PPU 075

Manuals

- Standard Procedures for Bacteriological Analysis
- Cartographic Standing Orders
- Chemical Methods
- Departmental Fleet Instructions and Guidelines
- Fish Health Protection Regulations – Manual of Compliance
- Fish Products Policies and Procedures Inspection Manual
- Fisheries Officers Enforcement Policy Manual
- Fisheries Officers Training Manuals
- Fishery Officers Field Enforcement Manual
- Fishery Officer's Guide for Fish Habitat Management and Protection
- Fishing and Recreational Harbours Administrative Instructions
- Fishing Vessel Insurance Plan Operations Manual
- Foreign Observer Program Operations Manual
- Guide for Diving Safety
- Harbour Managers Manual
- Hydrographic Tidal Manual
- Laboratory Manual for Chemistry
- Laboratory Safety
- Lake Classification Inspection Procedures Manual – Western Region
- Metal Container Defect Identification and Classification Manual
- Observer Program Training Manual – Newfoundland Region
- Observer Training and Operations Manual
- Observers' Field Manual Domestic/Foreign Fishing Vessels
- Occupational Health and Safety Manual – Western Region
- Officers' Manual for Interpretation and Enforcement of the Fisheries Acts and Regulations
- Pacific General Ships' Orders
- Pisces IV Manual
- Pisces IV Standard Operations Procedures
- Plant Inspection Procedures Manual – Western Region
- Quality Improvement Program Procedural Manual
- Survey Standing Orders
- Users Guide – Marine Environmental Data Service

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Department and its functions may be directed to:

Head Office

Communications Directorate
Department of Fisheries and Oceans
Ottawa, Ontario
K1A 0E6
(613) 993-0999
1-800-668-5222

Regional Offices

Gulf Region

Fisheries and Oceans
234 Halifax Street (Warehouse)
P.O. Box 5030
Moncton, New Brunswick
E1C 9B6
(506) 851-7747

Newfoundland Region

Fisheries and Oceans
Building 302
Pleasantville Park
St. John's, Newfoundland
A1C 5X1
(709) 772-4423

Pacific Region

Fisheries and Oceans
1090 West Pender Street
Vancouver, British Columbia
V6E 2P1
(604) 666-3545

Quebec Region

Fisheries and Oceans
P.O. Box 15 500
Quebec, Quebec
G1K 7Y7

(418) 648-2519

Scotia-Fundy Region

Fisheries and Oceans
P.O. Box 550
Halifax, Nova Scotia
B3J 2S7

(902) 426-3550

Central and Arctic Region

Fisheries and Oceans
501 University Crescent
Winnipeg, Manitoba
R3T 2N6

(204) 983-5000

Reading Room

The Department's libraries have been designated under the Access to Information Act as reading rooms. They are the main repository for publications, reports and studies pertinent to the management of the fisheries and oceans of Canada. They are information resource centres where access forms are available and assistance can be obtained to ascertain if the information requested is already available in the public domain and does not require formal access procedures. The addresses of departmental regional libraries are:

Western Region

Institute of Ocean Sciences Library
9860 West Saanich Road
P.O. Box 6000
Sidney, British Columbia
V8L 4B2

Pacific Biological Station Library
Hammond Bay Road
Nanaimo, British Columbia
V9R 5K6

West Vancouver Laboratory Library
Department of Fisheries and Oceans
4160 Marine Drive
West Vancouver, British Columbia
V7V 1N6

Fisheries Management Regional Library
Department of Fisheries and Oceans
555 West Hastings Street
Vancouver, British Columbia
V6B 6G3

Freshwater Institute Library
501 University Crescent
Winnipeg, Manitoba
R3T 2N6

Atlantic Region

Biological Station Library
Department of Fisheries and Oceans
St. Andrews, New Brunswick
E0G 2X0

Atlantic Fisheries, Gulf Region Library
Department of Fisheries and Oceans
343 Archibald Street
P.O. Box 5030
Moncton, New Brunswick
E1C 9B6

Regional Library

Northwest Atlantic Fisheries Centre
Department of Fisheries and Oceans
P.O. Box 5667
St. John's, Newfoundland
A1C 5X1

Scotia-Fundy Regional Library
1649 Hollis Street
P.O. Box 550
Halifax, Nova Scotia
B3J 2S7

Bedford Institute of Oceanography Library
P.O. Box 1006
Dartmouth, Nova Scotia
B2Y 4A2

Central Region

Library Services
Department of Fisheries and Oceans
200 Kent Street
Ottawa, Ontario
K1A 0E6

Library Maurice Lamontagne Institute
Department of Fisheries and Oceans
850 route de la Mer
P.O. Box 1000
Mont-Joli, Quebec
G5H 3Z4

Forestry Canada

Chapter 50

General Information

Background

Since the appointment in 1899 of a chief inspector of timber and forestry within the Department of the Interior, the federal government has directly supported the forest sector. Over the years, a world-class research capability has been established. Federal forest policies have been developed and programs implemented in partnership with the provinces and territories, industry, labour, the universities, and the general public. This collaboration is attained through a wide range of institutional mechanisms such as the Canadian Council of Forest Ministers, the Forest Sector Advisory Council, and the Forest Research Advisory Council.

In recognition of forestry's importance to the Canadian economy and environment and of the need to more coherently coordinate the federal government's impact on and contribution to the sector, a separate Department of Forestry (previously called the Canadian Forestry Service) was established by the Department of Forestry Act in 1990. In a landmark step, which acknowledges the close relationship between the economic and environmental aspects of forestry, the principle of sustainable development has been incorporated into the legislation.

Responsibilities

Forestry Canada's mandate is to promote and enhance the sustained economic utilization of Canada's forest resource through environmentally sound forest management, and to enhance the social and economic benefits derived from publicly and privately owned forests and from forest-related activities in Canada.

Forestry Canada's mission statement is "to promote the sustainable development and competitiveness of the Canadian forest sector for the well-being of present and future generations of Canadians".

Legislation

- Department of Forestry Act
- Forestry Act

Organization

■ Corporate and Public Affairs Directorate

The Corporate and Public Affairs Directorate manages and coordinates departmental communication activities; provides executive support services in terms of ministerial correspondence, parliamentary relations,the coordination of Access to Information and Privacy requests, the coordination of briefings and other related secretariat services.

■ Audit and Evaluation Directorate

The Audit and Evaluation Directorate is responsible for the systematic review and assessment of the economy, efficiency and effectiveness of departmental programs and their operations.

■ Finance and Administration Directorate

The Finance and Administration Directorate provides advice, guidance and services in the following areas: finance, administration, informatics and management.

■ Personnel Directorate

The Personnel Directorate provides services in Staffing, Human Resources Planning, Official Languages, Training and Development, Classification, Staff Relations, Compensation, Management Category Services and Staffing Policy.

■ Industry, Trade and Technology Directorate

The Industry, Trade and Technology Directorate is responsible for a wide range of issues, including promoting sound forest industry development, encouraging more efficient industrial utilization of Canada's forest resource, the enhancement of research and development in industrial processes and forest products, improving access to international markets for Canada's forest products and assisting the Canadian forest industry in identifying and capturing export market opportunities.

■ Policy and Economics Directorate

The Policy and Economics Directorate is comprised of four principal areas, namely: Policy, Planning, Economics and Statistics. The Directorate has significant input into national policies on science, technology, regional economic development, industry and trade, allowing Forestry Canada to play a leading role in developing national strategies for the forestry community as a whole. The Directorate conducts in-depth economic studies and provides statistics and economic information to user groups in the forestry sector. It is also responsible for producing Forestry Canada's annual report to Parliament on the state of forestry in Canada as well as setting up and maintaining a comprehensive national forestry data base program. The Directorate also fosters the development of strategic plans and policies related to national and federal-provincial forestry. For example, it supports Forestry Canada's participation in the Canadian Council of Forest Ministers, and monitors and manages issues related to federal and non-governmental forestry questions. As well, it undertakes research into the socio-economic aspects of the forest sector labour force. Finally, the Directorate provides services in support of corporate planning, coordination and accountability requirements.

Science and Sustainable Development Directorate

In 1991 Forestry Canada's Science and Development Directorates were combined to strengthen the Department's ability to address the issue of sustainable development in Canadian forestry. The Directorate provides functional direction, planning and coordination for Forestry Canada's R&D programs in forest management, protection and environment. Its primary role is to foster excellence in forest science in Canada and to enhance its use through technology transfer. In addition, through the government's new model forests initiative under the Green Plan, it actively supports, through science and development, the best and most advanced forest management practices. The Directorate's specific responsibilities include the development of policies, strategies and priorities for research and technology in Forestry Canada; the review, assessment, evaluation and national coordination of the Department's research programs; central management and coordination of special external and inter-agency programs funded by or through Forestry Canada (e.g., ENFOR, LRTAP); implementation and administration of federal/provincial forestry development agreements; management of federal forest lands; administration of a variety of research and sustainable development initiatives under the federal Green Plan.

In addition to headquarters directorates, Forestry Canada has two national institutes – the Forest Pest Management Institute and the Petawawa National Forestry Institute – and six regional establishments, all performing key work in research, forestry development and other areas.

Information Holdings

Program Records

Cabinet and Executive Support Division

Description: Coordinates briefing material for the Minister and Deputy Minister, reports on major current issues of concern to the Department, acts as the focal point for all Cabinet business related to Forestry Canada and provides secretariat services to departmental decision-making committees. This Division also coordinates Access to Information and Privacy requests as well as Public Opinion Research and Collection of Information activities. ***Program Record Number:*** FOR CPA 140

Communications

Description: Communications establishes dialogues with designated publics in Canada and abroad on the forest resource and its management and on Forestry Canada programs; promotes national policies and programs in cooperation with government agencies (federal and provincial) and the private sector; develops public awareness and educational programs in cooperation with regional offices and related agencies and non-governmental organizations; maintains internal communications. ***Topics:*** Policies; programs; forest management; industry trade research; forest science; biotechnology; sustainable development; the natural resource; publications; audio visuals; advertising; exhibitions; news releases; ministerial speeches. ***Storage Medium:*** Electronic and Paper. ***Program Record Number:*** FOR CPA 135

Forest and Plant Ecology

Description: Information on the process of change in the forest and plant communities found in Canada and the related research carried out by Forestry Canada. ***Topics:*** Biology; forest types; forest ecology and productivity; fire ecological effects; forest succession, silviculture – silvices of species, weed management; soils. ***Storage Medium:*** Paper. ***Program Record Number:*** FOR SSD 130

Forest Environment Research

Description: Information on the effect of forestry practices on the environment; includes harvesting practices, road building, clear cutting, and other management systems used for production forestry; effects of climate change on forests; also effects of LRTAP (acid rain) and other pollutants on forests. ***Topics:*** Conservation; energy; environmental concerns; sustainable development; prescribed burning; forest-fire management; harvesting; forest management; integrated forest management; multiple-use management; land-use planning; acid rain; forest decline; surveillance for acid rain damage to forest (Acid Rain National Early Warning system); pollution; pollution abatement; salvage operations; silviculture – herbicides, site preparation; soils; hydrology; baseline studies; watershed research. ***Storage Medium:*** Paper. ***Program Record Number:*** FOR SSD 125

Forest Fire Research

Description: Research into fire control (suppression), management, behaviour, ecology and prevention, information relating to the development, testing and evaluation of forest fires, firefighting equipment. ***Topics:*** Management; behaviour; ecology; environment risk danger; damage and appraisal; weather; detection; prevention; bombing (air attack); retardants and suppression equipment; and prescribed burning. ***Storage Medium:*** Electronic and Paper. ***Program Record Number:*** FOR SSD 115

Forest Genetics Research

Description: Information on the selection and improvement of the various commercial tree species of Canada, and the evaluation of exotic species for use in Canada and on the development and application of biotechnological techniques in tree improvement. ***Topics:*** Provenance; genetic variation; adaptation; genetic management; quantitative genetics; breeding; tissue culture; molecular genetics; genetic engineering; and biodiversity. ***Storage Medium:*** Electronic and paper. ***Program Record Number:*** FOR SSD 100

Forest Science

Description: Scientific and technical forestry advisory service to federal ministers and departments, provincial governments, universities, private forestry concerns, forestry associations and members of the public intellectual property management. *Storage Medium:* Paper. ***Program Record Number:*** FOR SSD 075

Forestry Initiatives and Relations

Description: Bilateral and multilateral forestry agreements on behalf of the federal government and Forestry Canada with provincial governments, universities, private forestry concerns and forestry associations. ***Storage Medium:*** Paper. ***Program Record Number:*** FOR SSD 070

Forestry Legislation and Policy

Description: Information on the analysis, interpretation and application of economic and scientific forestry principles to the identification, clarification or solution of forestry and forestry-related problems. ***Topics:*** Policies of Forestry Canada; Federal Outdoor Recreation Policy; National Forest Policy; Forestry Canada Policy; Provincial Forest Policies; Federal Forest Policy; Forest Protection Assistance Policy; Transportation Policy; International Forest Policy; International Forest Strategy; National Forest Strategy for Canada; Environmental Legislation; Policies and Regulations; Strategic Planning; Department of Forestry Act; House and Senate Committees. ***Storage Medium:*** Paper. ***Program Record Number:*** FOR PED 055

Forestry Subvention Program

Description: Information on external research and development through contracts, contributions and grants, supported through membership in appropriate technical committees and associations, for vital forestry activities where corresponding in-house research and development facilities do not exist. Also maintenance of forestry expertise centres in Canadian universities. ***Topics:*** Energy from the forest (ENFOR); wood-anatomy; bonding; chemistry; chemical use; chippers and chips; composites (wood with other materials); construction; dielectric and nondielectric heating; glues and gluing; grades, codes and standards; identification; wood logs and logging equipment; logging-quality studies; lumber – wood manufacturing secondary conversion, secondary products; miscellaneous wood products; wood packaging; wood paints and codes; wood physics; plywood and veneer; wood preservation; pulp and paper; wood sawmilling equipment; wood seasoning; wood supply; wood testing services; timber engineering – fasteners; timber engineering, physics; under-utilized and problem species. ***Storage Medium:*** Paper. ***Program Record Number:*** FOR SSD 085

Identification of Problems and Opportunities

Description: Information on the world and domestic supply and demand for forests and the products of the forest industry, and the impact of these activities on the environment. ***Topics:*** Forest economic and technical statistics; information files of forests; forestry and the forest industry and other uses of the forest. ***Storage Medium:*** Paper. ***Program Record Number:*** FOR PED 065

Industry, Trade and Technology

Description: This Directorate is responsible for federal contributions and assistance to central industry research organizations, e.g. FORINTEK Corp., FERIC (Forest Engineering Research Institute of Canada); fosters continuing dialogue between forest sector unions and management; acts as the lead agency in consultations with companies and associations; coordinates activities of the Minister's Forest Sector Advisory Council (FSAC); interacts with provinces on matters involving industrial development issues. ***Topics:*** Corporate profiles; intercorporate linkages; forest sector development studies; industrial research and development projects and studies; trade and market information; labour-management and labour adjustment issues; sectoral information (pulp and paper, wood products, further manufactured wood and paper products); export issues (tariff and non-tariff barriers to trade); Light Frame Structures Program; Forest Sector Advisory Council; ECE Timber Committee; OECD Pulp and Paper Working Party; GATT and MTN. ***Storage Medium:*** Paper and Electronic. ***Program Record Number:*** FOR ITT 145

Insects and Disease Research

Description: Information on extent of damage and historical patterns of major insects, pests and diseases (any variation to the normal physiology or anatomy of the tree caused by agents other than insects), the biological forest pests and control methods. ***Topics:*** Listing of specific forest insect pests – spruce budworm, winter moth, bark beetles, gypsy moth, balsam woolly aphid, birch casebearer, birch leafminer, European pine sawfly, European pine shoot moth, fall webworm, larch casebearer jack pine budworm, larch sawfly, mountain ash sawfly, satin moth and pathological problems. Biological control through CIBC; biological control with bacillus thuringiensis; pinewood nematode and other virus insect parasites; chemical control; scleroderris canker – Dutch elm disease, dwarf mistletoe, pesticides, pheremones; pinewood nematode. ***Storage Medium:*** Electronic and Paper. ***Program Record Number:*** FOR SSD 120

International Forestry Relations

Description: Information on international forestry programs to share resource management knowledge and to provide scientific and technical advice on forestry management and forest products development; and on Canada's international organization; individual countries. ***Topics:*** International programs, agreements and memoranda of understanding with foreign countries. ***Storage Medium:*** Paper. ***Program Record Number:*** FOR PED 050

Management Systems for Production Forestry

Description: Information on forest management practices such as thinning; forest inventory through conventional and remote sensing methods; mechanized silviculture and harvesting; and research on long-term predictions of forest productivity. ***Topics:*** Forest productivity; forest inventory; economics; fire management; harvesting; land classification and mapping; forest land management; multiple-use management; remote sensing; salvage operations; silviculture – cutting, effects of mechanized logging, fertilization, thinning and stand tondings, herbicides, statistics, prescribed burning, inventory and measurements; computer-aided decision support systems. *Storage Medium:* Electronic and Paper. *Program Record Number:* FOR SSD 110

National Forestry Database Program

Description: Quantitative information on the extent, location and condition of forest lands in Canada and the wood volumes they support; the extent of forest depletion through fire, insects, diseases and harvesting in Canada; and the extent of silviculture and forest protection in Canada. *Topics:* National forest inventory; forest management statistics; general forestry statistics. *Storage Medium:* Electronic and paper. *Program Record Number:* FOR PED 080

Planning

Description: Information on planning departmental activities. *Topics:* Workplans; work-planning system; operational plans; progress reports; expenditure plan; conference and foreign travel plans. *Storage Medium:* Electronic and Paper. *Program Record Number:* FOR PED 060

Reforestation Research

Description: Information on the preparation of cutover areas and other sites for natural seeding or artificial reforestation; the production of bareroot or container seedlings; and direct seeding or planting by hand or machine; also nursery establishment and seedling production statistics. *Topics:* Site preparation by prescribed burning or mechanical scarification; natural regeneration including seed dispersal, germination and germinant establishment; production and handling of bareroot seedlings or transplants, or of container seedlings; direct seeding methods and operations; seedling planting methods and operations; regeneration surveys; seedling physiology stock quality and standards. *Storage Medium:* Paper. *Program Record Number:* FOR SSD 095

Tree and Stand Growth Research

Description: Information on the growth, physiology and development of various tree species grown in Canada for the production of wood fibre or energy. *Topics:* Tree growth; stand growth; biology; physiology; reproduction – growth and yield; site requirements of forest tree species – fertilization, soils, etc. *Storage Medium:* Paper. *Program Record Number:* FOR SSD 105

Tree Seed – Improvement Research

Description: Research on tree reproductive structures and seeds in support of the production procurement and processing of seed forestation. Information on the management of seed orchards and seed production areas. Information on the selection and improvement of the various commercial tree species of Canada, the development of the various commercial tree species of Canada, the development of exotic species for use in Canada, and in-depth genetic exotic species for use in Canada, and in-depth genetic characterization and utilization of these tree species. *Topics:* Tree cone and seed physiology; cone crop periodicity and forecasts; cone collection and handling; seed processing physiology, storage testing and certification; seed orchards and seed production areas; seed certification; seeds legislation and rules; requests for seeds; tree genetics; forest genetic; tree improvement – Canadian Tree Improvement Association. *Storage Medium:* Electronic and Paper. *Program Record Number:* FOR SSD 090

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting
Acts and Legislation
Administration
Administration and Management Services
Budgets
Buildings and Properties
Buildings
Classification of Positions
Employment and Staffing
Equipment and Supplies
Finance
Furniture and Furnishings
Human Resources
Lands
Occupational Health and Safety
Office and Appliances
Official Languages
Pensions and Insurance
Personnel
Procurement
Salaries and Wages
Staff Relations
Training and Development
Utilities
Vehicles

Personal Information Banks

Access to Information Request Data Bank

Description: Contains the Access to Information Request Forms sent by individuals requesting access to departmental files, the replies to such requests and information related to their processing. Information on exemptions or exclusions claimed, on complaints handled, or on fee waivers may also by included. *Class of Individuals:* Canadian citizens residents of Canada. *Purpose:* To administer access requests in accordance with the Access to Information Act. *Consistent Uses:* To record the processing of requests under the Access to Information Act, to report the processing of requests under the Access to Information Act, to report to Treasury Board and to Parliament on requests received and completed, and for the purposes of consultations with other government institutions. *Retention and Disposal*

Standards: Files will be kept for two years. *TBS Registration:* 002773 *Bank Number:* FOR PPU 030

Forestry Canada Consultation List and Related Profiles

Description: This bank contains the names, addresses, make-up objectives, activities and concerns of persons and firms who have agreed to be on the Forestry Canada consultation list. *Class of Individuals:* Forestry sector stakeholders. *Purpose:* To provide a list of persons, companies and agencies willing to be consulted by the Minister of Forestry or one of his representatives when critical forest sector issues come under review. *Consistent Uses:* The information other than names, addresses and telephone numbers is to be used to determine who should be contacted for specific consultations. *Retention and Disposal Standards:* Information is retained for two years and then destroyed. *TBS Registration:* 002775 *Bank Number:* FOR PPU 035

Privacy Request Data Bank

Description: Contains Personal Information Request Forms sent by individuals requesting access to their files, the replies to such requests and information related to their processing. Information on exemptions claimed or on complaints handled may also be included. *Class of Individuals:* Individuals who apply under the Privacy Act for access to their personal files, including employees of Forestry Canada. *Purpose:* To administer access to personal information requests in accordance with the Privacy Act. *Consistent Uses:* To access personal information requests; to report to Treasury Board and to Parliament on requests received and completed under the Privacy Act; to verify the identity of requestors; and for the purpose of consultations with other government institutions. *Retention and Disposal Standards:* Files will be kept for two years. *TBS Registration:* 002772 *Bank Number:* FOR PPU 025

Public Awareness of Forest Sector

Description: This bank contains information on the general public's knowledge and awareness of economic, social and cultural aspects of the forest sector. *Class of Individuals:* General public. *Purpose:* To verify effectiveness of the National Forest Awareness Campaign by determining the increase in awareness. *Consistent Uses:* To establish increased awareness during the campaign and to improve the message if needed. In addition, the bank is also used to establish the base of the tracking survey, and to see the final results of the campaign. *Retention and Disposal Standards:* Five years after the entire collection is completed. *TBS Registration:* 002774 *Bank Number:* FOR PPU 040

Classes of Personal Information

General Correspondence and Enquiries

Personal information in this class relates to routine correspondence concerning the forest sector or forestry related subjects. The personal information contained in this class normally includes the name and address of the enquirer, but is neither arranged nor retrievable by personal identifiers. This form of personal information exists in a fragmented form throughout the subject files controlled by the Department and is normally retrievable only if specifics are provided concerning the subject and the date of the correspondence. The retention period for this class of personal information is controlled by the retention period of the files in which they are stored.

Ministerial Correspondence

This class of information contains correspondence addressed to the Minister and/or Deputy Minister and received by the Correspondence Unit of the Corporate and Public Affairs Directorate from external organizations and individuals in the form of requests for information, complaints, opinions and other submissions related to a broad range of policy issues pertaining to Forestry Canada's activities, wherein some unsolicited personal information has been provided by the correspondent. This form of information would be retrievable only if specifics of name, date of communication and subject were to be provided; it is not arranged or retrievable by personal identifiers. The retention periods of these classes of personal information are controlled by the record schedules of the general subject files in which they are stored.

Manuals

Corporate and Public Affairs Directorate:

- Forestry Canada – Visual Identity Program
- Guidelines for Executive Correspondence
- Handbook on Planning Ministerial Events
- Policy and Procedures for Forestry Canada Publications

Finance and Administration Directorate:

- Departmental/Regional Health and Safety Manuals
- Departmental/Regional Policies and Procedures Manuals
- Departmental Security Manual
- Financial Management Manuals
- FINCON User's Manual
- Forestry Canada-Ontario Region/Forest Pest Management Institute Fleet Management Manual
- Forestry Canada-Ontario Region Staff Guide to Policies and Procedures
- Petawawa National Forestry Institute – Orientation Manual
- Records Management Coding Manual
- Treasury Board Submission Procedure Manual

Personnel Directorate:

- Employee's Manual
- Forestry Canada Personnel Management Manual
- Human Resources Information System – User's Guide

Policy and Economics Directorate:

- Planning and Integrated Management System: Administrator's Guide
- Planning and Integrated Management System: User's Guide

Science and Sustainable Development Directorate:

- Acid Rain National Early Warning System: Manual on Plot Establishment and Monitoring
- Aerial Application of Pesticides Manual

- Constructing Conifer Genomic Libraries: A Basic Guide
- Detailed Methods for Conducting a Forest Inventory
- Field Guide to Forest Ecosystems of West-Central Alberta
- Field Manual of Tree Diseases in the Maritimes Region
- Forest Resource Development Agreement Procedures Manuals
- Forest Site Classification Manual – A Field Guide to the Damman Forest Types of Newfoundland – FRDA Report 003
- Forest Tree Seed Inspector's Manual: OECD Scheme for Certification of Forest Reproduction Material Moving in International Trade
- Forestry Canada's Style Guidelines for Scientific and Technical Publications
- Forestry Field and Laboratory Manual for Herbicide Residue Sampling, Sample Processing and Reporting
- Guide to Cone Collecting of British Columbia Conifers
- Guidelines for Editors of Symposium Proceedings
- HSG (Harvest Supply Generated) Wood Supply Model: Description and User's Manual
- Managing Your Woodland: A Non-Forester's Guide to Small Scale Forestry in British Columbia
- Manual of Data Collection and Processing for the Development of Forest Biomass Relationships
- Manual For Forest Tree Seed Orchard Management in the Maritimes
- Manual of Forest Inventory Guidelines for Federal and Indian Lands
- Manual of Forest Management Plan Guidelines for Federal and Indian Lands
- Manual for Greenhouse Grafting of Conifers in the Maritimes
- Manual for Operational Seed Processing with IDS (Incubating, Drying and Sorting)
- Methods Manual – Chemical and Physical Analysis Laboratory
- Methods Manual for Forest Soil and Plant Analysis (Forestry Canada-Northwest Region)
- Methods and Procedures for Testing Tree Seeds in Canada
- Methods of Soil and Tissue Analysis Used in the Analytical Laboratory
- Pollination Techniques 1: No. I – Pollen Collection; No. II – Pollen Extraction and Storage; No. III – Flower Development Rating and Pollen Application
- Northwest Region DEVMIS User's Manual
- Practical Guide to Private Forest Management: Hand Planting of Base-root Seedlings
- Practical Guide to Private Forest Management: Plantation Maintenance
- Practical Guide to Private Forest Management: Planting Containerized Seedlings
- Procedures for Estimation of Newfoundland's Biomass Reserves
- Safe Tree Climbing in Forest Management
- Seedling Production for Crown Lands in British Columbia: Guidelines for Commercial Container Nurseries
- Silvicultural Treatment Eligibility and Assessment Guide (Forest Management Program of Indian Lands)
- Some Protocols for CDNA Library Construction with Conifer Tissues
- Specifications for Developing a Forest Management Plan
- Specifications for Forest Inventory and Management Plan, Forestry Canada – Northwest Region
- Successful Forestry – A Guide to Private Forest Management
- Successful Forestry – A Private Woodlot Accounting Guide
- Techniques for Starch Gel Electrophoresis of Enzymes from Forest Tree Species

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Department's various programs and functions may be directed to Forestry Canada headquarters, national institutes or regional offices, at the following locations:

(TDD) Hearing impaired

(819) 953-8691

Forestry Canada

Program Communications
Place Vincent Massey
351 St. Joseph Blvd.
19th floor
Hull, Quebec
K1A 1G5

(819) 953-2312

Forest Pest Management Institute

Forestry Canada
Forest Pest Management Institute
P.O. Box 490
1219 Queen Street East
Sault Ste. Marie, Ontario
P6A 5M7

(705) 949-9461

Petawawa National Forestry Institute

Forestry Canada
Petawawa National Forestry Institute
P.O. Box 2000
Chalk River, Ontario
K0J 1J0

(613) 589-2880

Pacific and Yukon Region

Forestry Canada
Pacific and Yukon Region
506 West Burnside Road
Victoria, British Columbia
V8Z 1M5

(604) 363-0600

Northwest Region

Forestry Canada
Northwest Region
5320-122nd Street
Edmonton, Alberta
T6H 3S5

(403) 435-7210

Ontario Region

Forestry Canada
Ontario Region
P.O. Box 490
1219 Queen Street East
Sault Ste. Marie, Ontario
P6A 5M7

(705) 949-9461

Quebec Region

Forestry Canada
Quebec Region
P.O. Box 3800
1055 du P.E.P.S.
Sainte-Foy, Quebec
G1V 4C7

(418) 648-5850

Maritimes Region

Forestry Canada
Maritimes Region
P.O. Box 4000, Regent Street
Fredericton, New Brunswick
E3B 5P7

(506) 452-3500

Newfoundland and Labrador Region

Forestry Canada
Newfoundland and Labrador Region
P.O. Box 6028
Building 304, Pleasantville
St. John's, Newfoundland
A1C 5X8

(709) 772-6019

Reading Room

The library of this institution has been designated as a public reading room under the Access to Information and Privacy Acts. The address is:

Forestry Canada
75 Albert Street
Fuller Building, 3rd Floor
Ottawa, Ontario

Freshwater Fish Marketing Corporation

Chapter 51

General Information

Background

The Freshwater Fish Marketing Act, 1969, gives the Corporation a monopoly on the interprovincial and export trade in designated products of the freshwater fisheries supplied from the Northwest Territories, the Prairies and part of northern Ontario. The Corporation is listed in Schedule C, Part 1 of the Financial Administration Act.

Responsibilities

The objective of the Corporation is to unify the trade in freshwater fishery products in response to economic distress among primary producers caused by fragmentation of assembling, processing and exporting operations. Some 20 companies had previously been involved, as compared with three major importers in the U.S., where 90 per cent of the production was sold. The Corporation has responsibility for the orderly marketing of fish, the promotion of interprovincial and export trade, and an increase in returns to fishermen. To accomplish this, it has powers to purchase, process, store and ship fishery products, employ agents, enter into agreements, and borrow, lend and invest money.

Legislation

- Freshwater Fish Marketing Act (1969)

Organization

The board of directors consists of 11 members: The chairman, the president of the Corporation, one member from each participating province and four members appointed by the federal government. There is also an advisory committee composed of 15 fishermen.

The Corporation has a main plant at Transcona, Manitoba, and processing plants at Hay River, Northwest Territories, The Pas, Manitoba, Edmonton, Alberta, and La Ronge, Saskatchewan.

Information Holdings

Program Records

Fishing Statistics
Description: Case files on fish species; fish grade; catch value (weight). *Program Record Number:* FWF FWF 005

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting
Acts and Legislation
Administration
Administration and Management Services
Audits
Budgets
Buildings
Buildings and Properties
Classification of Positions
Cooperation and Liaison
Employment and Staffing
Equipment and Supplies
Finance
Furniture and Furnishings
Human Resources
Lands
Occupational Health, Safety and Welfare
Office Appliances
Official Languages
Pensions and Insurance
Personnel
Procurement
Salaries and Wages
Staff Relations
Training and Development
Utilities
Vehicles

Personal Information Banks

Fishermen's Records
Description: This bank contains data on purchases of fish made by the Corporation from fishermen in the areas it serves. The data include the quantity and monetary values of fish purchased from each fisherman. *Class of Individuals:* Fishermen from whom the Corporation has purchased fish. *Purpose:* This information is used for administrative and statistical purposes and as a basis for distribution of additional payments to fishermen as part of the Corporation's responsibilities. *Retention and Disposal Standards:* Information is retained for seven years and is then destroyed. *TBS Registration:* 002566 *Bank Number:* FWF PPU 005

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Corporation may be directed to:

Freshwater Fish Marketing Corporation
1199 Plessis Road
Winnipeg, Manitoba
R2C 3L4
(204) 983-6600

Reading Room

In accordance with the Access to Information Act, an area on the premises of this institution has been designated as a public reading room. The address is:

1199 Plessis Road,
Winnipeg, Manitoba.

Great Lakes Pilotage Authority Canada

Chapter 52

General Information

Background

As a result of recommendations made by a Royal Commission on Pilotage in Canada, the Pilotage Act was assented to by Her Majesty and the Governor-in-Council and proclaimed in force February 1, 1972.

The Pilotage Act created four pilotage regions with specific authorities, thereby replacing a large number of local pilotage districts. The four Pilotage Authorities – Atlantic, Laurentian, Great Lakes and Pacific – are Crown corporations, responsible to Parliament through the Minister of Transport.

The Great Lakes Pilotage Authority, Limited was established and incorporated in 1972 as a subsidiary of The St. Lawrence Seaway Authority. For the purpose of the Financial Administration Act, the Authority is a Crown corporation specified in Schedule III, Part I of that Act.

Responsibilities

The role and objectives of the Authority are to establish, operate, maintain and administer, in the interest of safety, an efficient and economical pilotage service within its geographical boundaries; all waters in the Province of Quebec south of the northern entrance to St. Lambert Lock and all Canadian waters in and around the provinces of Ontario and Manitoba. (Pilotage in the international waters within the boundaries is shared with United States of America Pilot Corporations, which are under the direction of the United States Coast Guard, as agreed under a memorandum of arrangements between Canada and the United States.) Further, the Authority prescribes tariffs of pilotage charges that are to be fair, reasonable and consistent with providing revenues sufficient to permit the Authority to operate on a self-sustaining financial basis.

Legislation

- Authority By-Laws
- Canada Shipping Act, RSC, 1985, c. S-9
- General Pilotage Regulations
- Great Lakes Pilotage Regulations
- Memorandum of Arrangements between the Minister of Transport, Canada and the Secretary of Transportation, U.S.A.
- Pilotage Act, RSC, 1985, c. P-14

Organization

The Great Lakes Pilotage Authority, Limited consists of a chairman and six members appointed by the Governor in Council. The Authority's head office is located in Cornwall, Ontario. The Eastern District operations office is located at headquarters and the Western District operations office in St. Catharines, Ontario. All management, administrative, personnel, financial contracts and purchasing services are provided by the Cornwall office. The Authority is a Crown corporation, responsible to Parliament through the Minister of Transport.

■ Administration Branch

This Branch provides administrative and financial services as required to operate within accepted corporate business procedures.

■ Operations Branch

This Branch provides pilotage service by assignment, and dispatches qualified pilots to ships navigating within the boundaries of the Great Lakes Pilotage Authority, Limited.

Information Holdings

Program Records

Pilotage Services

Description: Information on provision of pilotage services within the Great Lakes region. *Topics:* Dispatching records; pilotage licences; tariff charges; assignments of pilots to vessels; collective agreements; international shipping affairs. ***Program Record Number:*** GLP OPE 005

Tariffs

Description: Information on setting of tariffs for the provision of pilotage services; also conduct and results of negotiations on setting of tariffs in various districts throughout the region as well as results of Canadian Transport Commission hearings. ***Program Record Number:*** GLP OPE 010

Personal Information Banks

Accounts Payable Files

The purpose of this bank is to maintain information on the payment of accounts to firms or individuals for services or products provided to the Authority. Files contain the names and addresses of firms and individuals, invoices for services rendered or products provided, detailing the amount owing and any supporting documentation to substantiate the account. Original accounts payable vouchers, together with supporting documentation, are maintained in hard copy and are filed by date of payment. The retention period for original accounts payable vouchers, together with supporting documentation, is seven years. Access to this bank will require a name, address and the date of the account. ***Bank Number:*** GLP PPU 020

Accounts Receivable Files

The purpose of this bank is to maintain information on monies owing to the Authority. Files contain the names and addresses of firms and individuals, details of the amount owing and any supporting documentation to substantiate the account. Manual files exist to maintain hard copy documentation. The retention period is six years. Access to this bank will require a name and address. ***Bank Number:*** GLP PPU 015

Application for Employment File

The purpose of this bank is to maintain a record of information relating to applications for employment received from the general public. This bank contains completed application forms, letters and curricula vitae of persons interested in working for the Authority. The retention period for this bank is two years. Access to this bank will require a name, address and date of birth. ***Bank Number:*** GLP PPU 025

Procurement

The purpose of this bank is to maintain information on quotations/tenders received and the award of orders for the purchase or supply of commodities, materials and equipment. Files contain a requisition describing the items to be purchased, quotations/tenders received, an analysis of the prices received, documentation leading up to the award of an order, delivery follow-up and correspondence on price escalation. The files may be used as research for future purchases. The retention period for purchase orders and supporting documentation is five years. Access to this bank will require purchase order number and the name and address of supplier. ***Bank Number:*** GLP PPU 010

Register of Pilots

The purpose of this bank is to retain a register of certificates and qualifications for pilots required under the Pilotage Act. This bank contains information on physical characteristics, licences and certificates. The retention period for this bank is yet to be determined. Access to this bank will require a name and address. ***Bank Number:*** GLP PPU 030

Service Contracts

The purpose of this bank is to maintain information on the tenders and award of contracts for the supply of such services as land transportation and water transportation. The files contain the list of prospective tenderers, the tenders submitted, an analysis of the tenders received, documentation leading to the award of the contract and the signed contract between the contractor and the Authority. The files may be referred to for future contracts. The retention period for service contracts is ten years. Access to this bank will require the contract number and description of the service. ***Bank Number:*** GLP PPU 005

Manuals

Administration

- Accounting Procedures
- Administrative Directives
- Pilotage Tariffs
- Operations
- Collective Agreements
- Dispatching Procedures
- Pilot Licence Register
- Service Contracts
- Working Rules

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Authority and its functions may be directed to:

Great Lakes Pilotage Authority, Limited
132 Second Street East, 4th Floor
P.O. Box 95
Cornwall, Ontario
K6H 5R9
(613) 933-2995

Reading Room

In accordance with the Access to Information Act, an area on the premises of this institution has been designated as a public reading room. The address is:

132 Second Street East, 4th Floor,
Cornwall, Ontario.

Hazardous Materials Information Review Commission

Chapter 53

General Information

Background

The Hazardous Materials Information Review Commission was established by the Hazardous Materials Information Review Act, assented to on June 30, 1987 and proclaimed on October 1, 1987. The Commission is part of the Workplace Hazardous Materials Information System (WHMIS) which requires that information about the hazards of materials produced or sold in Canada or used in Canadian workplaces is provided by suppliers to employers and, in turn, by employers to employees.

Responsibilities

The mission of the Commission is to ensure the balance between industry's right to protect confidential business information and workers' right to know the hazardous materials they are exposed to and the corresponding preventive health and safety measures.

To achieve its mission, the Commission carries out a fourfold mandate under the authority of the Hazardous Materials Information Review Act. First, it makes decisions on the validity of claims from suppliers or employers for limited exemption from the reporting requirements of WHMIS, on the basis that the information is confidential business information. Second, the Commission makes decisions on the compliance of labels and material safety data sheets of products related to a claim with the provisions of the Hazardous Products Act, Part IV of the Canada Labour Code and provincial and territorial occupational safety and health legislation. Third, the Commission is responsible for convening independent appeal boards to hear appeals on its decisions and orders from claimants or other affected parties. Finally, the Commission is also tasked with the responsibility to provide confidential business information to physicians and registered nurses, in cases of medical emergency, where the supplier cannot be reached.

Legislation

- Hazardous Materials Information Review Act, S.C. 1987, c. 30 (Part III)
- Hazardous Materials Information Review Act Appeal Board Procedures Regulations (SOR/91-86, January 7, 1991)
- Hazardous Materials Information Review Regulations (SOR/88-456, August 25, 1988; amendment: SOR/88-510, September 29, 1988; SOR/89-288, June 1, 1989; SOR/91-419, June 20, 1991)

Organization

The Commission is headed by a President, appointed by the Governor-in-Council, and is governed by a Council of Governors consisting of members nominated by representatives of the provinces, the federal government and suppliers, employers and workers. The Council is responsible for recommending, to the Minister of Consumer and Corporate Affairs, regulatory changes to the Commission's fee structure and procedures for the screening of claims and procedures to be followed by appeal boards. The Commission is organized around two principal activities: reviewing and making decisions on claims for exemption and administering an independent appeals process. These activities are carried out through three organizational units: The Operations Branch, which includes claims registration, application assessment, management services and communications; the Compliance Branch, which is responsible for reviewing the claims for exemption and making decisions on their validity, as well as deciding whether labels and material safety data sheets comply with WHMIS requirements; and the Appeals Branch, which is responsible for convening independent, tripartite appeal boards to hear appeals on decisions or orders of screening officers filed by claimants and affected parties, in addition to providing administrative support to appeal boards.

Information Holdings

Program Records

Accommodation and Buildings
Description: Information relating to the acquisition of accommodation. *Topics:* Purchase or rental of existing buildings; office floor plans; moving arrangements; fire prevention; utilities; requests for new accommodation.
Program Record Number: HMI ADM 500

Acts and Legislation
Description: General information relating to the legislative process, regulatory development and review, delegation of authority, legal advice and opinions and material specific to the Hazardous Materials Information Review Act (HMIRA) and related regulations. *Topics:* Federal Regulatory Process, policies and Annual Plan; correspondence and supporting documentation related to the development and amendment of HMIRA and HMIR Regulations and HMIRA Appeal Board Procedures Regulations; correspondence concerning amendments to the Hazardous Products Act, Controlled Products Regulations, Canada Labour Code and provincial/territorial Occupational Safety and Health Acts

and related legal opinions. *Program Record Number:* HMI ADM 040

Administration

Description: General subjects and information relating to administrative responsibilities of the Hazardous Materials Information Review Commission. *Topics:* Access to Information and Privacy requests and materials; communications strategies and projects; organizational charts; Memoranda of Understanding between the Commission and other federal/provincial governments; security matters, including policies relating to physical and personal security; translation requirements and requests for service; conferences, meetings and seminars on administrative issues, including HMIRC management meetings; Council of Governors meetings and related correspondence. *Program Record Number:* HMI ADM 100

Appeals

Description: Information concerning the activities and functions of the Appeals Branch. *Topics:* Policies and procedures for the establishment of appeal boards; lists of potential appeal board members and chairpersons, by province; hearing room accommo-dation; physical and personnel security requirements for hearings, enhanced reliability security checks on board members; and Branch administration and budget information. *Program Record Number:* HMI APP 010

Compliance Branch

Description: Information concerning the activities of the Compliance Branch. *Topics:* Policies and procedures related to the review of claims for exemption and decision-making criteria; Issue Resolution Sheets. *Program Record Number:* HMI COM 030

Equipment and Supplies

Description: Information relating to purchasing, procurement, planning and inventory of office equipment and supplies. *Topics:* Suppliers' information and catalogues; DSS procurement and requisition; maintenance and repair of equipment and furniture; inventory of supplies; office furniture and furnishings. *Program Record Number:* HMI ADM 550

Financial Management

Description: Information relating to all aspects of finance. *Topics:* Budgets; accounting; financial statements and reports; multi-year operational plans; directives and guidelines; contracts and contractor records; cost-recovery; revenue processing; Treasury Board submissions and decisions; travel and transportation allowances and expenses. *Program Record Number:* HMI ADM 700

Information Resource Management

Description: Information relating to the management of information. *Topics:* Library services; mail, messenger and telecommunications services; forms management; records and correspondence management; and information systems development and implementation. *Program Record Number:* HMI ADM 800

Organizations – Governmental and Non-Governmental

Description: General information relating to federal and provincial organizations and private sector groups and professional associations responsible for or involved in issues concerning occupational safety and health, chemical products manufacturing, etc. *Topics:* Organizations and associations concerned with occupational health and safety. *Program Record Number:* HMI ADM 050

Personnel Management

Description: Information relating to the administration of personnel management activities. *Topics:* Staffing; staff relations; pay and benefits; classification of positions; person-year allotments; job descriptions; official languages; and training and development. *Program Record Number:* HMI ADM 900

Registry/Application Assessment

Description: Information concerning the activities of the Registry and Application Assessment Sections. *Topics:* Claim registration and procedures; Notice of Filing in the Canada Gazette; policies regarding the withdrawal of claims; policies and procedures relating to the review of MSDSs and labels by Health and Welfare Canada; procedures for the transmittal of claims to Health and Welfare Canada and receipt of advice documents; inter-departmental meetings; and general correspondence to all claimants. *Program Record Number:* HMI OPR 020

Workplace Hazardous Materials Information System (WHMIS)

Description: Information of both a general and specific nature related to WHMIS activities, at the federal and provincial/territorial level, including tripartite committees on which the Commission sits as a member. *Topics:* General WHMIS publications and instruction manuals produced by the provincial OSH agencies, federal departments or private publishing firms; Interdepartmental WHMIS Coordinating Committee; Current Issues Committee and related sub-committees; WHMIS Exclusion Review Committees; international harmonization initiatives; WHMIS contact list (provincial and federal); WHMIS Policy Issue Sheets; WHMIS Reference Manual. *Program Record Number:* HMI ADM 060

Personal Information Banks

Appeal Board Member Nominees

Description: This bank contains names, addresses, work experience, qualifications (curricula vitae), reliability check results and availability status pertaining to each nominee. Information is organized according to province, role of the member on the board (i.e. chairperson, industry or worker representative) and relevant Act under appeal (Hazardous Products Act or Canada Labour Code). *Class of Individuals:* Potential appeal board nominees, including chairpersons and industry and labour representatives, for appeals relating to the Hazardous Products Act and Canada Labour Code, as recommended by the nominating organization or provincial/federal minister.

Purpose: This bank provides a list of potential chairpersons and board members and relevant selection criteria to facilitate their appointment to tripartite boards to hear appeals of decisions or orders of screening officers of the Commission. ***Consistent Uses:*** Information in the bank may be used to determine appointments to appeal boards. ***Retention and Disposal Standards:*** The files on individuals are retained for two years after the termination of their nomination as potential appeal board chairperson or member. ***TBS Registration:*** 002882 ***Bank Number:*** HMI PPU 020

Requests for Access to Information and Privacy
Description: This bank contains request forms received by the Commission for access to information, including personal information, requests for corrections, answers to requests, results of consultation with other departments, and information related to their processing. ***Class of Individuals:*** General public. ***Purpose:*** The purpose of this bank is to answer requests received under the Access to Information Act and the Privacy Act, and to prepare annual reports in accordance with the provisions in these acts. ***Consistent Uses:*** The information may be transmitted to other departments for consultation purposes. ***Retention and Disposal Standards:*** The files are arranged in numerical order, by request number. The records are retained for two years. ***TBS Registration:*** 002880 ***Bank Number:*** HMI PPU 005

Manuals

- Classification and Designation Guide
- HMIRC Compliance Manual and Screening Guidelines
- HMIRC Information Manual
- HMIRC Security Policy Manual
- Registry Policy and Procedures Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Commission and its activities may be directed to:

Hazardous Materials Information Review Commission
66 Slater Street
Suite 400
Ottawa, Ontario
K1A 0C9
(613) 993-4331
(613) 993-4686 (Facsimile)

Reading Room

In accordance with the Access to Information Act, an area on the premises of this institution has been designated as a public reading room. The address is:

66 Slater Street,
Suite 400,
Ottawa, Ontario.

Health and Welfare Canada

Chapter 54

General Information

Background

The Department of National Health and Welfare was established in 1944 by the Department of National Health and Welfare Act.

Responsibilities

The Department of National Health and Welfare is generally responsible for all matters relating to the promotion or preservation of the health, social security and social welfare of the people of Canada over which the Parliament of Canada has jurisdiction, and in particular for (1) the administration of Acts of Parliament relating to health, social security and welfare of the people of Canada, such as the Food and Drugs Act, Narcotic Control Act, Family Allowance Act, Old Age Security Act, Canada Pension Plan, Canada Assistance Plan, Canada Health Act, and others; (2) investigation and research into public health and welfare; (3) the inspection and medical care of immigrants and seamen, and the provision of medical services for, and in conjunction with, the Canadian Coast Guard Service; (4) the supervision of public health aspects of railway, water and all other forms of transportation; (5) the enforcement of regulations of the International Joint Commission relating to public health; (6) the promotion and conservation of the health of public servants and other government employees; (7) the collection, publication and distribution, subject to the provisions of the Statistics Act, of information relating to public health, improved sanitation, and social and industrial conditions affecting the health and lives of Canadians; and (8) co-operation with provincial authorities with a view to coordinating efforts made to preserve and improve the public health and to provide for the social security and welfare of the people of Canada. More detailed information on the operations of this Department is given in Info Source.

Legislation

Deputy Minister

- Department of National Health and Welfare Act

Health Protection Branch

- Atomic Energy Act and Regulations
- Canadian Environmental Protection Act
- Food and Drugs Act and Regulations
- Hazardous Products Act
- Narcotic Control Act and Regulations
- Radiation Emitting Devices Act and Regulations
- Tobacco Products Control Act
- Quarantine Act
- Occupational Safety and Health Regulations

Medical Services Branch

- Aeronautics Act
- Immigration Act and Regulations
- Indian Health Regulations
- Emergencies Act
- Canada Labour Code, Part II
- Potable Water Regulations for Common Carriers
- Public Works Health Act
- Quarantine Act and Regulations

Health Services and Promotion Branch

- Excise Tax Act
- Federal-Provincial Fiscal Arrangements and Established Programs
- Canada Health Act

Income Security Programs Branch

- Canada Pension Plan
- Family Allowances Act
- Old Age Security Act

Social Services Programs Branch

- Alcohol and Drug Treatment and Rehabilitation Agreements
- Canada Assistance Plan
- Excise Tax Act (section 45)
- Federal-Provincial Fiscal Arrangements and Established Programs Financing (EPF) Act, 1977 and Regulations
- Indian Welfare Agreement
- New Horizons Program
- Nursing Home Care Benefits Regulations
- Unemployment Assistance Act
- Vocational Rehabilitation of Disabled Persons Act
- Young Offenders Agreements

Fitness and Amateur Sport Branch

- Fitness and Amateur Sport Act

Organization

National Council of Welfare

The National Council of Welfare was established by the Government Organization Act, 1969 as a citizens' advisory body to the Minister of National Health and Welfare. Its mandate is to advise the Minister on matters pertaining to welfare. The Council consists of 21 members drawn from across Canada and appointed by the Governor in Council. All are private citizens and serve in their personal capacities rather than as representatives of organizations or agencies.

National Advisory Council on Aging

The 18 member National Advisory Council on Aging is a citizens' advisory body charged with counselling the Minister of National Health and Welfare on matters relating to the quality of life of Canada's aging population. In addition to advising on programs and policies, the Council reviews the needs and problems of older people and recommends remedial action, consults with institutions and groups involved in aging or representing the aged, publishes reports, helps in information dissemination, and stimulates public discussion on aging.

Senior Advisor, Status of Women

The Senior Advisor, Status of Women, coordinates, monitors and advises on departmental policies and programs as they relate to women.

Corporate Management Branch

■ Departmental Planning and Financial Administration Directorate

Responsible for: ensuring that policies and systems of planning and financial administration are established, maintained and operated, including systems for operational planning, acquisition and control of resources; exercising financial and budgetary controls and coordinating departmental operations; and advising senior departmental management on operational planning and financial management matters.

■ Facilities Planning and Management Directorate

Responsible for the development, implementation and maintenance of all policies, guidelines and standards related to the facilities management, including the management of Crown-owned and Crown-leased accommodations; of capital planning and capital projects for the Department; and of departmentally owned property.

■ Departmental Administration Directorate

Responsible to support the effective management of material, information holdings, and the health, safety and security of the work environment.

■ Informatics Directorate

Responsible for the development, implementation and maintenance of all policies, guidelines, and standards related to electronic data processing, office automation and related telecommunication. It also monitors their application throughout the Department, on an ongoing basis.

■ Long Range Strategic Accommodation Plan Directorate

The Directorate is responsible for consolidating all HQ functions of the Department in the NCR; for space optimization; the definition of departmental space standards and the implementation of work space ergonomics

■ Program Audit and Review Directorate

Responsible for providing advice to management on the effectiveness of programs, on the efficiency and economy of the operations and activities necessary for their delivery, and on the compliance of such activities and operations with policies and directives. To this end, the Directorate plans and implements systematic reviews, appraisals, audits and evaluations.

Intergovernmental and International Affairs Branch

The Branch has responsibility for the coordination, monitoring and, where required, initiation of departmental policies and strategies on international and federal-provincial-territorial issues in the health, social security and social affairs fields, where those issues affect more than one branch or require interdepartmental consultation. It is composed of three organizational units: the Health Affairs Directorate, the Social Affairs Directorate, and the International Information and Planning Directorate.

Personnel Administration Branch

This Branch assists all departmental managers in achieving their overall program objectives and in fulfilling their responsibilities in the areas of personnel management and official languages, by providing services and advice in personnel matters and by promoting the fair and equitable treatment of employees. The Personnel Administration Branch develops and administers personnel policies and programs, and provides staff training and other related services for over 9,000 employees of the Department, in six categories of employment, operating out of approximately 1,100 facilities across the country and 35 facilities in overseas regions.

Policy, Planning and Information Branch

The Branch provides advice and support to the departmental executive and to program branches in the areas of policy development, information and strategic planning via research on health, social, income and economic policy issues. Policy proposals are developed and analyzed, and recommendations are made to the Deputy Minister and the Minister.

The Branch has two Policy and Information Directorates, one specifically for health and the other for income and social issues. The policy divisions of the two directorates initiate and coordinate research and analyses of health, income and social service policy issues in support of the policy development responsibilities of the Department. The information divisions plan, develop and operate information systems that support the development, management and evaluation of social policies and programs.

The Strategic Planning Division is responsible for the development and coordination of a corporate strategic planning process and for providing functional advice and support for the development of strategic planning process at the branch level.

The Information Access and Coordination Division coordinates corporate activities related to the collection and dissemination of information, including the application of the Access to Information Act and Privacy Act.

Communications Branch

The Branch is responsible for public awareness of the Department's objectives and programs and for development of departmental communications objectives and plans. It also provides communications advice, coordinates departmental communications activities and provides technical services in support of the Department's communications responsibilities.

Health Protection Branch

The responsibility of the Branch is to protect and improve the well-being of the Canadian public by defining, advising on and managing risks to health. Specific programs protect the public from any present or potential health hazards in foods, drugs for humans and animals, cosmetics, medical devices, radiation-emitting devices and environmental contaminants. Other programs carry out disease surveillance services, standardize laboratory methods and control psychoactive and psychotropic drugs and tobacco. There is close co-operation and assistance between the federal and provincial governments and liaison with international governments and agencies.

The Health Protection Branch publishes information for the public, industry and specific groups and also warns of dangers through the media.

■ Food Directorate

Conducts programs to protect and improve the well-being of Canadians by defining, advising on and managing risks and benefits to health associated with the food supply. These include laboratory research, the development and standardization of analytical methods for use by regional laboratories and the development of standards and regulations based on the assessment of monitoring and surveillance data.

■ Drugs Directorate

Identifies, assesses and manages the health and safety risks and benefits associated with the availability, use, manufacture and sale of drugs and cosmetics.

■ Laboratory Centre for Disease Control

Provides national leadership and coordination in the identification, investigation, control and prevention of human disease by: integrated national programs for a microbiological reference service, quality assurance systems in laboratory medicines, and options for the control of nosocomial, community and laboratory-acquired infections.

■ Environmental Health Directorate

Identifies, assesses and manages the risks to health and safety and benefits associated with the natural and technological environment, particularly of marketed radiation emitting and medical devices and of chemical products, to protect the health of Canadians from environmental hazards.

■ Field Operations Directorate

Acts as the inspection and enforcement arm of the Branch in order to reduce health and safety risks in marketed products. It also provides other government agencies with technical assistance.

■ Federal Centre for AIDS

Works to control and prevent the spread of HIV infection and to reduce the health, social and economic effects of HIV infection and AIDS.

Medical Services Branch

The objective of the Branch is to promote, improve and preserve the health of Canadian citizens whose care, by legislation or custom, is the responsibility of the Department. The clients include the status Indians and Inuit, all residents of the Yukon, federal public servants, immigrants, refugees and temporary visitors, international travellers, civil aviation personnel, and disaster victims.

■ Indian and Northern Health Services Directorate

Responsibilities of the Directorate include community health services, hospital services, dental services, a National Native Alcohol and Drug Abuse Program and a Non-Insured Health Benefits Program. Direct service delivery is through eight regions across the country.

■ Health Advisory Services Directorate

Responsible for the provision of services and advice in the fields of civil aviation medicine, immigration medicine and emergency services and provides medical advice to Employment and Immigration Canada on Unemployment Insurance disability claims.

■ Program Transfer, Policy and Planning Directorate

Provides assistance, advice and coordination on program transfer, policy issues, the Branch planning cycle, audits and evaluations, and informatics.

■ Public Service Health Directorate

Provides environmental health services on Indian reserves and occupational health services including occupational health nursing and medicine and employee assistance services to the Public Service. Direct service delivery is through five regions across the country and the headquarters.

Health Services and Promotion Branch

The responsibilities of the Branch are to develop, promote and support measures designed to preserve and improve the health of Canadians by encouraging and assisting them to adopt a way of life that enhances their physical, mental and social well-being. The Branch also provides leadership and coordination in assisting the provinces and territories to bring their health services to, and maintain them at, national standards. This includes the administration of federal contributions to the provinces with respect to hospital insurance, medical care and extended health care services programs.

■ Health Services Directorate

The Health Services Directorate helps promote and improve the health of Canadians by collaborating with provincial governments and professional and voluntary health organizations. The objectives of these collective efforts are to develop self-care and preventive health practices and to improve the quality, efficiency and effectiveness of community health, mental health, and institutional and professional services and facilities.

■ Health Promotion Directorate

Develops and implements programs which promote health and encourage the avoidance of health risks. Its focus encompasses health issues (tobacco, alcohol, and other drug use; nutrition; cardiovascular health; and AIDS), the special needs of certain population groups (families; children and youth; women; seniors; the disabled) and health settings (communities, schools and workplaces). Major program activities include social marketing, education and training, intersectoral consultation/coordination/negotiation, research, funding of field projects, and the development of health promotion concepts and models. With respect to funding, the Directorate administers five funding streams to encourage national organizations and community groups to become involved in health promotion. Health promotion programs are developed and implemented in co-operation with provincial and territorial governments, professional and voluntary organizations, universities, and community groups.

■ Extramural Research Programs Directorate

The primary objective of the National Health Research and Development Program (NHRDP) is to support scientific activities related to national health issues. In addition to research, the Program provides support for the formulation of research protocols, the training and career development of health researchers in selected disciplines associated with public health and offers limited contributions towards the cost of health research oriented workshops and conferences.

■ Principal Nursing Officer

The Principal Nursing Officer advises the Deputy Minister on all matters related to nursing in the Department, as well as nationally and internationally.

Income Security Programs Branch

The objective of the branch is to maintain and improve the social security of Canadians. The Assistant Deputy Minister, supported by Finance and Administration, directs four major components: the Programs Policy, Appeals and Legislation Directorate, the Programs Operations Directorate, the Income Security Programs Systems Directorate and the International Liaison Directorate.

■ The Canada Pension Plan (CPP)

A compulsory, contributory social insurance program which provides members of the Canadian labour force with a basic level of protection for themselves and their families against the loss of income due to retirement, disability or death.

■ Old Age Security Program (OAS)

Provides a basic level of income for older Canadians through a basic pension which is supplemented by the income-tested Guaranteed Income Supplement (GIS) for pensioners who have little or no income as well as by an income-tested Spouse's Allowance (SPA) for spouses, ages 60 to 65, of pensioners in receipt of the Guaranteed Income Supplement and a Widowed Spouse's Allowance for spouses between 60 and 65, who are widowed and who meet the established income test and legal residence in Canada criteria. Under the authority of the Old Age Security Act and the Canada Pension Plan, benefit payments are also made to those individuals who are eligible under the terms of international social security agreements concluded with other countries.

■ Family Allowances Program (FA)

Supplements the income of families with dependent children in order to help meet the additional costs associated with raising children. It also provides for the payment of an allowance to welfare and government agencies and other institutions which maintain children.

■ Programs Policy, Appeals and Legislation Directorate

This Directorate, through three divisions, is responsible for ongoing Old Age Security, Family Allowances and Canada Pension Plan legislative reviews and updates, for related policy planning and development, for the application of legislation and the administration of appeals, for the review and analysis of information programs. An additional responsibility is the secretariat service provided to the Canada Pension Plan Advisory Committee.

Policy and Legislation Division: Responsible for providing policy advice on, and analysis of, income security programs for use by senior management and the Minister; for the development of legislative changes to the three Acts administered by the Branch (Canada Pension Plan, Old Age Security Act, and the Family Allowances Act); and for information activities.

Data Development and Analysis Division: Responsible for forecasts of program expenditures, for the development of specialized data banks through survey activities, and for program costs and beneficiary estimates for various policy initiatives and branch planning activities.

Appeals Division: Develops operational policies and guidelines related to the payment of income security programs benefits, and administers the appeals system. It is also responsible for the preparation of ministerial and other correspondence related to the income security programs.

■ International Liaison Directorate

Responsible for developing, drafting and negotiating social security agreements with other countries, as well as administrative arrangements to implement those agreements. The Directorate also coordinates the Department's activities related to bringing the agreements into force.

■ Canada Pension Plan Advisory Committee

Appointed by Order-in-Council, reviews the operation of the Canada Pension Plan Act, the status of the Canada Pension Plan Investment Fund, and the adequacy of benefits under the Plan.

■ Programs Operations – National Operations Directorate

Through national operations and a network of regional offices and client service centres, is responsible for the administration of the Old Age Security, Canada Pension Plan and Family Allowances programs and for all aspects of client services.

Regional Offices and Client Service Centres: Located in major cities across Canada and in 150 small towns. These centres provide information and services to the public in all matters relating to income security program benefits, including the distribution of applications for such benefits. Each regional office provides administrative and operational support for the network of client service centres under its control. Applications for Income Security Program benefits, with the exception of Canada Pension Plan disability benefits, from residents within its area of jurisdiction are adjudicated and processed in the regional offices. The resulting benefit accounts are also maintained in the regional offices.

Disability Division: Responsible for determining, through the evaluation of an applicant's medical history and profile, eligibility for Canada Pension Plan disability benefits. It is also responsible for the processing and maintenance of all disability benefit accounts, including benefits to dependent children of disabled contributors.

Canada Pension Plan Central Operations Division: Processes as a part of the National Strategy on Child Care, dual accounts (those whose contributions were made to both the Canada Pension Plan and the Quebec Pension Plan), Quebec residents' accounts (those whose contributions were made to the Canada Pension Plan only but who now reside in Quebec), division of unadjusted pensionable earnings (credit splitting) accounts, those accounts affected by the child-rearing drop-out provision, and all accounts which require manual processing of benefits. Other responsibilities include the provision of administrative and data management services to the two sections for which it is responsible.

International Operations Division: Established in 1978, participates in the development and negotiation of administrative arrangements and operational accords, and produces the relevant procedures, application forms and booklets for the administration of international social security agreements. The Division also adjudicates and processes all applications which are covered by an international agreement.

■ Income Security Programs Systems Directorate

This directorate is responsible for systems improvement and maintenance of the benefits and calculations delivery systems of the Old Age Security, the Canada Pension Plan and the Family Allowances programs. This includes the coordination and the integration of the three programs, the overseeing of changes to equipment, systems and procedures, all designed to improve and streamline service to clientele.

Social Service Programs Branch

The focus of the Branch is on persons whose economic circumstances are inadequate to meet their basic needs or whose social circumstances expose them to the risk of poverty, isolation or dependency. The role of the program is to subsidize assistance and services for these people, primarily by sharing the cost of provincial and municipal programs directed to them, including programs of vocational rehabilitation for the disabled. Other methods of support and advice include financial aid for programs that encourage seniors to remain independent and active in the community, coordination of international and interprovincial adoptions, as well as grants and consulting services for voluntary and professional organizations, for research and for training.

General information on the operation and programs of the Social Services Programs Branch may be obtained from the Communications Directorate at Headquarters in Ottawa.

■ Cost-shared Programs Directorate

This is a cost-sharing program through which Canada pays on a 50\50 basis the costs incurred by provinces and municipalities of providing social assistance, welfare services of a preventive, supportive or rehabilitative nature, and work activity projects intended to improve the employability of persons who have employment difficulties.

The Vocational Rehabilitation of Disabled Persons Act is a cost-sharing program through which Canada pays 50 per cent of the costs incurred by the provinces in providing a comprehensive program for the vocational rehabilitation of physically and mentally disabled persons. The Act also enables Canada to make direct contributions to individuals and non-governmental organizations for vocational rehabilitation research.

The Alcohol and Drug Treatment and Rehabilitation (ADTR) program is a new federal-provincial cost-sharing program through which Canada shares on a 50\50 basis certain costs incurred by provinces in providing treatment and rehabilitation to persons requiring such services because of addiction.

■ Social Development Directorate

Supports and promotes the development of social infrastructures, expertise and services aimed at enhancing the autonomy, social integration and quality of life of individuals, families and communities.

Family Violence Prevention Division: Created in December 1986, is responsible for coordinating all federal initiatives in the area of family violence, elder abuse, child abuse and child sexual abuse. It is also mandated to: liaise with the provinces, other federal departments and national non-governmental organizations; develop national policies and programs; provide information services to government officials and the public; promote the development of services relative to the prevention of family violence; provide funding for projects aimed at the prevention of family violence and the improvement of protection and treatment services.

Child Care Programs Division: Created in December 1987 as a part of the National Strategy on Child Care, is committed to enhancing and sustaining high-quality child care in Canada. It is responsible for administering the $100 million Child Care Initiatives Fund for innovative research and development projects and public awareness programs; and providing consultation and information services on child care (through the National Day Care Information Centre) to government and non-government offices, associations, professionals, individuals, and the daycare community at large.

New Horizons Program: Provides opportunities for groups of older and retired persons to plan, operate and participate in meaningful activities of their own choice which will prove beneficial to themselves and their community.

National Welfare Grants Division: Promotes improvements in welfare services and self-help activities by providing financial assistance, consultation, information and advice to governmental and non-governmental welfare agencies (including citizen organizations) for short-term research, demonstration and other project activities, and to individuals for advanced studies in social work.

Seniors Independence Program: Provides financial assistance to eligible applicants for health, education and social welfare projects designed to enhance the quality of life and the independence of seniors.

National Adoption Desk: Coordinates international and interprovincial adoptions with other government departments and the provinces.

Disabled Persons Unit: Promotes and supports the development of programs and services that enhance disabled peoples' opportunities to live and work within the community. Working with other federal departments, national voluntary organization and the private-sector, the unit co-ordinates activities and initiatives regarding issues, policies and programs affecting disabled persons.

Seniors Secretariat: The Seniors Secretariat was established to serve as a focal point for seniors' activities and to provide support to the Minister of State for Seniors. The Secretariat is responsible for conducting a communications program to ensure that seniors are kept informed of federal programs and services of benefit to them and to heighten public awareness of issues affecting seniors.

Children's Bureau: The bureau's main role is to ensure the effectiveness of federal policies and programs relating to the health, welfare and development of children and families. To this end, the bureau will promote coordination with the federal government and non-government organizations and communicate federal initiatives relating to children.

Fitness and Amateur Sport Branch

The responsibility of the Branch is to promote, encourage and develop fitness and amateur sport in Canada. Through the activities of three major program directorates (Fitness Canada, Sport Canada and International Relations and Major Games), Fitness and Amateur Sport operates primarily by providing financial contributions, consultative assistance and policy leadership to national sport and fitness-oriented organizations in Canada. The Branch also enhances the international dimension of Canada's sport and fitness policies and relationships.

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Corporate Management Branch

Library Services

Description: Library holdings in the Brooke Claxton Building. *Topics:* Full range of health and welfare topics. *Program Record Number:* HWC CMB 025

Program Audit and Review

Description: Information on the establishment and operation of the audit and evaluation functions. *Topics:* Compliance with the Office of the Comptroller General (OCG) Guidelines and the Treasury Board of Canada Secretariat (TBC) Policies; committees; training seminars; departmental and branch plans; evaluation and audit assessments and studies; methodologies; consultants; organization; and U.S. evaluations. ***Program Record Number:*** HWC CMB 005

Regulatory Reform Liaison

Description: Files on correspondence with counsel for the Standing Joint Committee; internal memoranda; reports; and records of committee meetings. *Topics:* Amendments to regulations; regulatory reform; socioeconomic impact analysis. ***Program Record Number:*** HWC CMB 020

Status of Women

Status of Women

Description: Information on health and social issues of concern to women. *Topics:* Policies; reports; committee meetings and conferences; National Plan of Action; Departmental Implementation Plan; International Women's Decade; women, health and development; occupational health; maternity; family; family violence; reproductive health; adolescent health; visible minority and immigrant women; rural women; women's health research; pensions and income security; poverty; aging; handicapped women; social and support services. ***Program Record Number:*** HWC SOW 015

Principal Nursing Officer

Nursing

Description: Information on co-operation and liaison with national, provincial and territorial nursing groups and development of standards of nursing practices. *Topics:* Co-operation and liaison with associations, clubs, societies, the Canadian Nurses Association, provincial registered nurses' associations; committees, conferences, meetings; program areas; federal departments; agencies, universities, colleges and schools. ***Program Record Number:*** HWC PNO 035

Intergovernmental and International Affairs Branch

Federal-Provincial-Territorial and Interdepartmental Liaison

Description: Information on federal-provincial conferences of health ministers, federal-provincial conferences of welfare ministers, intergovernmental committees and co-operation and liaison with federal and provincial government departments. ***Program Record Number:*** HWC IIA 060

International Health

Description: Information on international relations by country and by organization. *Topics:* United Nations Commission on Narcotic Drugs; World Health Organization (WHO) and WHO fellowships; Pan-American Health Organization (PAHO); the Commonwealth; bilateral and tripartite agreements; Advisory Committee on International Health Affairs; interdepartmental relations in the international relations field; miscellaneous committees, conferences and meetings. *Access:* By country and by organization. ***Program Record Number:*** HWC IIA 040

International Social Affairs

Description: Files on international relations by country. *Topics:* United Nations General Assembly, Economic and Social Council, Commission for Social Development; International Years and Conferences; miscellaneous committees, conferences and meetings. *Access:* By country and by organization. ***Program Record Number:*** HWC IIA 045

Management Information

Description: Documentation on other countries in the fields of health, welfare and social affairs; exchange of information between Canada and international organizations; personnel exchanges and visits between Canada and other countries. *Access:* By country and by organization. ***Program Record Number:*** HWC IIA 065

Non-governmental Organizations

Description: Information on health and welfare organizations. *Topics:* Health organizations, such as the Canadian Medical Association and the Canadian Nurses Association; welfare organizations, such as the International Council on Social Welfare; and social affairs organizations, such as the International Social Security Association. ***Program Record Number:*** HWC IIA 050

Policy, Planning and Information Branch

Health Information

Description: Descriptive and quantitative information on Canadian conditions and programs in the health sector. *Topics:* Determinants of health; health status; hospital services; medical care services; health personnel; health expenditures. ***Program Record Number:*** HWC PPI 089

Health Policy

Description: Information on research undertaken on health issues and on analyses of proposed initiatives in the health field. *Topics:* Hospital care; medical care; cost containment; health regulations; health policy; health financing. ***Program Record Number:*** HWC PPI 085

Information Access and Coordination

Description: Information on support for, and coordination of, information planning, development, Access to Information and Privacy, and information collection activities. *Topics:* Information planning; national information systems development; Access to Information and Privacy; information collection; informatics coordination. ***Program Record Number:*** HWC PPI 092

Social Policy

Description: Information on federal social concerns, on research undertaken on income and employment issues, and on analyses of proposed initiatives in the economic and employment field. *Topics:* Social services; social environment; population aging; special interest groups, including seniors, the homeless, victims of family violence, families and disabled persons; income security;

employment policy; pensions; economic and income trends. *Program Record Number:* HWC PPI 076

Social Security Information

Description: Descriptive and quantitative information on Canadian conditions and programs in the income security/social welfare sector. *Topics:* Income distributions; income security benefits; social services; social security statistics; social environment. *Program Record Number:* HWC PPI 091

Communications Branch

Communications Planning and Operations

Description: Information on the Departments's policies and programs, and on issues concerning the public environment within which the Department operates. *Topics:* Strategic Communications Plan; Operational Communications Plan; communications strategies; communications plans for Cabinet memoranda; media analysis reports; environmental scans. *Program Record Number:* HWC COM 087

Media and Public Relations

Description: News releases, speeches, inquiries from media and general public, production and distribution of departmental publications, conferences and special events. *Topics:* All departmental programs and activities. Note: Most information is already in the public domain, available on request from headquarters and five regional communications offices. *Program Record Number:* HWC COM 088

National Council of Welfare

Welfare

Description: Reports by the Council. *Topics:* Income security; taxation; the working poor; children in poverty; single-parent families; social employment; social services; community organization; nutrition; legal aid/legal services; low-income consumers; poor people's groups; poverty coverage in the press. *Program Record Number:* HWC NCW 090

National Advisory Council on Aging

Aging

Description: Information on subjects related to the quality of life of older Canadians. *Topics:* Policy statements; reports; writings in gerontology; discussion papers; newsletter. *Program Record Number:* HWC ACA 095

Health Protection Branch

■ Food Directorate

Chemical Safety

Description: Information on the development of legal standards to ensure food safety. This involves research evaluation of chemicals and food additives, as well as related factors in foods. *Topics:* Food additives; chemical contaminants; agricultural chemicals; mycotoxins; packaging materials; incidental additives; natural food components. *Program Record Number:* HWC HPB 110

Food

Description: Files on the development of regulatory policy; regulatory review and reform; liaison with industry; international and domestic food standards; and processing of regulatory amendments. Also, they include records on programs relating to the nutritional quality of the food supply and to nutrition. *Topics:* Compliance; codex alimentarius; food standards; food ingredients; statistical analysis. *Program Record Number:* HWC HPB 105

Microbial Hazards

Description: Files on the microbial hazards in the food supply, including the development of a methodology to determine the type and extent of microorganisms and extraneous matter in foods; the evaluation of the significance of contamination; the setting of standards for microbial quality of foods; and the promotion of voluntary compliance by manufacturers. *Topics:* Microorganisms; microbial toxins; paralytic shellfish poisoning; contaminated foods; food poisoning; extraneous matter; submission; potentially hazardous foods. *Program Record Number:* HWC HPB 115

Nutrition

Description: Information on the regulations respecting the nutritional qualities of foods, including research and evaluation; the voluntary compliance by manufacturers with standards; and the promotion of consumer selection and use of food that takes account of all nutritional considerations. *Topics:* Nutrients; nutritional quality of food; nutritional surveillance. *Program Record Number:* HWC HPB 120

■ Drugs Directorate

Biological Drugs

Description: Information on the licensing of biological drugs. *Topics:* Licensing; testing; plant inspections; submissions; plant master files. *Program Record Number:* HWC HPB 145

Cosmetics

Description: Information on imports, exports, regulations and rulings as well as files on contamination, additives, preservatives, adverse reactions, sale and enquiries regarding product safety, availability and ingredients. *Topics:* Cosmetics; additives; preservatives; contamination; cosmetic notification. *Program Record Number:* HWC HPB 135

Human Prescription Drugs

Description: Files on the overall drug regulations and policy guidelines, as well as the safety, efficacy, quality and control of prescription drugs, manufacturing facilities and marketing practices. *Topics:* Drug analysis; research; testing; colouring; exports and imports; distribution; quality control; vaccines; remedies; in vivo diagnostics; treatments; additives; research projects; studies; surveys;

non-medical use of drugs; emergency drugs; reagents; statistical analysis. *Program Record Number:* HWC HPB 130

Narcotics, Controlled and Restricted Drugs

Description: Contains information on the medical and scientific use of psychoactive drugs; misuse and abuse; monitoring of distribution; diversion of legal drugs. *Topics:* Co-operation and liaison with provincial licensing bodies and professional associations; purchase records of hospitals, licensed pharmaceutical companies, provincially registered practitioners, pharmacists; analysts and researchers, transportation and shipment; illicit use and trafficking; hospitals and penitentiaries; military medical establishments; enforcement investigating and prosecution; United Nations Narcotic Commission; legal agents; co-operating liaison with other federal and provincial departments, foreign countries, educational institutions; prescribing of narcotics and controlled drugs by foreign-registered health professionals in Canada, nurse practitioners, podiatrists and others. *Program Record Number:* HWC HPB 150

Non-prescription Drugs

Description: Information on applications for the registration of proprietary medicines. Also, a review of the safety, efficacy and quality of other over-the-counter drugs and their availability. *Topics:* Disinfectants; vitamins; minerals; advertising; labelling; drug identification numbers. *Program Record Number:* HWC HPB 125

Psychoactive Drugs

Description: Information on the development of control policies regarding the social use of psychoactive drugs (cannabis), by working with other federal and provincial departments to develop legislation to minimize illegal use of psychotropic drugs. *Topics:* Cannabis, psychoactive drugs – monitoring of use and attitudes, health effects, and legislation. *Program Record Number:* HWC HPB 160

Suspected Adverse Drug Reactions

Description: Information volunteered in confidence on suspected adverse drug reactions and on alerting and surveillance programs. *Topics:* Suspected adverse drug reactions. *Program Record Number:* HWC HPB 175

Veterinary Drugs

Description: Information on the safety and effectiveness of veterinary drugs available in Canada; the cause and treatment of animal diseases; adverse reactions; drug residues in food derived from livestock; medicated feeds requests; and authorization for research, testing and treatment. *Topics:* Veterinary medicines; chemotherapy of animal disease; medication of livestock feeds; advertising; labelling. *Program Record Number:* HWC HPB 140

■ Laboratory Centre for Disease Control

Epidemiology

Description: Timely, reliable, epidemiological information on disease incidence and mortality surveillance programs, including epidemiological research, development and training and infection control. *Topics:* Communicable diseases; non-communicable diseases; epidemiology; product-related diseases; disease surveillance and control; congenital anomalies; community-acquired infection; nosocomial-acquired infection; laboratory infection. *Program Record Number:* HWC HPB 165

Medical Biochemistry

Description: Information on standardization in laboratory medicine, especially clinical chemistry and immunochemistry; neonatal screening for hypothyroidism; research into definitive and reference methods in clinical chemistry and immunochemistry; and monitoring of performance of clinical diagnostic methods to promote uniformity and excellence of laboratory results in laboratory medicine on a national scale. *Topics:* Neonatal screening; quality assurance in laboratory medicine; definitive and reference methods; reference standard materials; clinical chemistry; routine diagnostic methods; immunochemistry; research. This program no longer exists, effective November 1987. *Program Record Number:* HWC HPB 180

Microbial Diseases

Description: Information on diseases produced in humans in response to infections by microbial agents and the immune response. *Topics:* Enteric infections; respiratory infections; parasitic infections; fungus infections; bacterial infections; sexually-transmitted diseases; antibiotic resistance; tropical diseases; viral infections; infectious disease surveillance; influenza; hepatitis; tuberculosis; arbovirus infections; viral and bacterial antigens. *Program Record Number:* HWC HPB 185

Poison Control

Description: Files on the provision of advice to poison control centres and provincial departments of health; the collection and distribution of information on hazardous substances; and the prevention and treatment of poisoning. *Topics:* Poison control; promotion; prevention; reports. *Program Record Number:* HWC HPB 170

Quarantine Services

Description: Files on the monitoring of outbreaks of exotic, dangerous, communicable diseases emerging on the international scene in order to forewarn, prevent and intercept their importation into Canada; provision of information to prospective travellers on immunization requirements and prophylactic measures to conserve their health while abroad and provision of specific immunizations or arrangements for such immunizations; maintenance of a contingency plan to prevent entry into Canada, or the establishment in Canada, of dangerous exotic diseases. *Topics:* Surveillance program and diseases. *Program Record Number:* HWC HPB 240

■ Environmental Health Directorate

Chemical Hazards

Description: Information on hazards associated with chemicals and microbiological agents in the workplace (WHMIS), the quality of the indoor and ambient environment; and consumer products. *Topics:* Air; drinking and recreational water; Great Lakes –

St. Lawrence – Arctic; consumer products; UFFI; industrial chemicals (PCBs, waste sites, dioxins); pest control products; acid rain; ozone levels; global warming. *Program Record Number:* HWC HPB 190

Consumer and Clinical Radiation Hazards

Description: Files on the assessment of radioisotope licences; testing and evaluation of X-ray devices; consumer products; inspections, assessment and compliance of radiopharmaceuticals; occupational exposure and surveys. *Topics:* Radioisotopes; licences; X-rays; non-ionizing radiation (including ultrasound, VDTs, electromagnetic fields); radiation medicine; radiopharmaceuticals; applications for the use of radionuclides in humans. *Program Record Number:* HWC HPB 210

Environmental Radioactivity Hazards

Description: Information on radioactivity emissions from nuclear reactors; population exposure to radioactive fallout; and natural background radiation. *Topics:* Reactors; population exposure; Federal Nuclear Emergency Response Plan; uranium mining; uranium refining; radon; environment; radioactive waste storage. *Program Record Number:* HWC HPB 205

Medical Devices

Description: Files on the safety and effectiveness of device inventions; the development of essential performance and safety standards; labelling; and the corrective prevention or regulatory action in response to evidence of device failures. *Topics:* Device recalls and problems, performance and test data; class studies; standards; notification; media broadcast scripts; interactions with provincial departments and associations; advisory committees; coroners' inquests; regulations; international transactions. *Program Record Number:* HWC HPB 195

Occupational Radiation Hazards

Description: Information on the measurement of occupational exposure of workers and control of all types of ionizing and non-ionizing radiation which may affect the health of the population of Canada. *Topics:* National Dose Registry. *Program Record Number:* HWC HPB 200

Tobacco

Description: Files on the development of control policies regarding the social use of tobacco, by working co-operatively with other federal departments, provincial departments and the tobacco industry to promote the development of legislation, practices and products to minimize the health consequences of tobacco. *Topics:* Tobacco – monitoring of use and attitudes, health effects, chemical properties, sale, and legislation. *Program Record Number:* HWC HPB 155

■ Field Operations Directorate

Field Activities – Food, Drugs, Cosmetics and Devices

Description: Files on co-operation and liaison with federal-provincial and foreign agencies; inspection, analysis and enforcement programs; consumer education; and grants and contracts. *Topics:* Consumer product complaints; plant inspection; analysis; sampling; imports and exports; educational activities; surveys; compliance promotion. *Program Record Number:* HWC HPB 215

■ Federal Centre for Aids

Federal Centre for AIDS

Description: Timely, reliable, epidemiological information on AIDS incidence and mortality surveillance programs, including epidemiological research. *Topics:* AIDS. *Program Record Number:* HWC HPB 218

Medical Services Branch

■ Indian and Northern Health Services Directorate

Indian and Northern Health Services

Description: Information on operations of health programs and services provided to or arranged for Indians, Inuit and northern residents. *Topics:* Community health services, including treatment and public health activities; alcohol and drug abuse programs; dental services; hospital services; environmental health and surveillance; native involvement; administration. *Program Record Number:* HWC MSB 220

■ Health Advisory Services Directorate

Emergency Services

Description: Files on the functions of this planning and coordinating body for cases of national emergency. Central capability is achieved by interdepartmental orientation and the continual updating of the national emergency health and welfare plan; coordination with the plans of other departments is effected through Emergency Planning Canada and the Privy Council Office; coordination with provincial plans is achieved through an annual federal-provincial meeting. Ongoing training and education programs provide for implementation of changes and continuity. *Topics:* Establishment, development and maintenance of national capability to provide essential health and social services in an emergency; establishment and maintenance of a stockpile of health and welfare supplies as part of the Department's responsibility for war planning and for assistance to provincial and municipal governments; development and operation of training courses on emergency planning and survival. Programs to ensure office procedures are followed and accounting practices are maintained. *Program Record Number:* HWC MSB 255

Immigration

Description: Information on the assessment of prospective immigrants to Canada by direct medical examinations or assessments of medical examinations to ensure compliance with the Immigration Act and Regulations; provision of, or arrangement for, medical and hospital care for certain groups under the provisions of the Immigration Act and various Orders-in-Council; and provision of medical advice to Employment and Immigration Canada on all matters pertaining to the health of immigrants and certain classes of visitors to Canada. *Topics:* Co-operation and liaison; medical examination of immigrants; diseases in immigrants; passed cases; immigration medical review board; immigration medical records. ***Program Record Number:*** HWC MSB 235

Public Service Health

Description: Information on occupational health programs in the public service, including environmental surveillance of workplaces, medical examinations of public servants and other persons, counselling and advisory services, the Employee Assistance Program and first aid and emergency treatment. *Topics:* Environmental surveillance: methods, requirements, reports of inspections carried out; medical examinations: pre-employment and periodic, examinations for superannuation purposes, techniques, requirements, special examinations; correspondence relating to individuals, including medical review board proceedings; counselling and advisory services – Employee Assistance Program: policies, training, techniques, conferences, first aid and emergency treatment. ***Program Record Number:*** HWC MSB 225

Health Services and Promotion Branch

■ Health Services Directorate

Abortion

Description: Information on abortion studies; eligibility; and distribution of therapeutic abortion committees in hospitals. *Topics:* Studies and reports; abortion committees in hospitals and agencies. ***Program Record Number:*** HWC HSP 305

Community Health

Description: Files on collaboration with the provinces in the development of programs in the community that emphasize primary prevention, early detection, secondary prevention, support services to maintain physical and social functions and primary care. *Topics:* Community Health Services; Provincial Health Centres; Commissioned Papers; the Hastings Report. ***Program Record Number:*** HWC HSP 265

Dental Health

Description: Information on promoting dental health through development, printing, and distribution of guidelines on dental hygiene, preventive dental service, and radiological services and the review of surveys related to oral health; reviews of provincial dental care plans; and representation of the federal government to professional associations and provincial governments. *Topics:* Demand for dental services; dental personnel; dental hygienists; fluoridation. ***Program Record Number:*** HWC HSP 295

Health Technology

Description: Information on the evaluation and dissemination of appropriate information on diagnostic and therapeutic health technologies in order to improve the delivery, quality and cost-effectiveness of health services. *Topics:* Dental; breast cancer; cervical cytology; coronary artery surgery; hysterectomy; hypertension; multiphasic screening; nomenclatures. ***Program Record Number:*** HWC HSP 260

Mental Health

Description: Information on consulting services on the development and provision of mental health services; national resource bank of information; and assistance to the provinces. *Topics:* Psychology; suicide; mental health nursing; social work; mental diseases; hospitals, clinics, community centres; consultations with provincial governments and voluntary agencies; manuscripts (Canada's Mental Health). ***Program Record Number:*** HWC HSP 270

Rehabilitation

Description: Information on encouraging and facilitating the development of programs in the community that emphasize primary care, primary prevention, early detection and rehabilitation services, together with support services essential for the maintenance of physical and social functions. *Topics:* Diseases and anomalies; hospitals; treatment centres; rehabilitation; personnel. ***Program Record Number:*** HWC HSP 290

Training of Health Personnel

Description: Files on the development of standards for training and licensing accreditation of health personnel. *Topics:* Physicians; nursing; dental personnel. ***Program Record Number:*** HWC HSP 285

■ Health Promotion Directorate

AIDS

Description: Information on sexual behaviour change research; education and prevention programs; national consultations; coordinating networks (with provinces and non-governmental organizations); and national strategies on selected populations (e.g., women, ethnocultural groups, and aboriginal populations). *Topics:* AIDS education and prevention related to at-risk behaviours. ***Program Record Number:*** HWC HSP 334

Alcohol and Other Drug Abuse

Description: Information on social marketing, education and training, research, assessment, and community projects on alcohol and other drug abuse. *Topics:* the "Play it Smart" campaign; the National Drug Strategy; the "Really Me" campaign; the National Alcohol and Other Drug Survey; the National Survey on Drinking and Driving; the Driving While Impaired Strategy. ***Program Record Number:*** NWH HSP 320

Cardiovascular Health

Description: Implementation of the Federal-Provincial Strategy on the Prevention and Control of Cardiovascular Disease, including the promotion and support of heart health programs and demonstration projects in provincial jurisdictions, and the development of databases on risk factors. *Topics:* Blood cholesterol; high blood pressure; socio-economic differences in heart health and integrated approaches to cardiovascular disease prevention. ***Program Record Number:*** HWC HSP 332

Family and Child Health

Description: Information on children's health and safety, adolescent health, parental stress, and projects designed to support healthy family functioning. ***Topics:*** Prenatal health, breast-feeding and infant care; children's development; childhood accidents and child safety; sexually transmitted diseases; parent support and education; balancing of work and family responsibilities. ***Program Record Number:*** HWC HSP 275

Health Promotion Contribution Program

Description: Information on grants and contributions to voluntary and professional agencies to support community-based activities relating to tobacco use, alcohol and other drug abuse, impaired driving, AIDS, and other health promotion areas. ***Topics:*** Self-care, mutual aid and the creation of healthy environments; special health needs of groups, including women, children and youth, seniors and the disabled; and support for health promotion policy implementation. ***Program Record Number:*** HWC HSP 330

Health Promotion Development

Description: Information on projects intended to develop knowledge of health promotion, including research studies, evaluations and literature reviews. ***Topics:*** Health Promotion Survey; Smoking Behaviour of Canadians survey; National Alcohol and Other Drugs survey; National Impaired Driving survey; media tracking survey; health promotion framework literature reviews. ***Program Record Number:*** HWC HSP 333

Nutrition

Description: Information on initiatives for the public and professionals to increase awareness and adoption of nutrition practices which include eating a variety of food, eating less fat and salt, and reaching and maintaining a healthy body weight. ***Topics:*** Canada's Guidelines for Healthy Eating; Canada's Food Guide; the "Vitality" campaign; and nutrition guidelines for pregnant women and for preschoolers and for promoting healthy weights. ***Program Record Number:*** HWC HSP 310

Tobacco

Description: Information on smoking prevention and cessation programs (including social marketing campaigns, education and cessation programs), and on inter-sectoral collaboration with provinces and voluntary health agencies. ***Topics:*** the "Break Free" media campaign, smoking in the workplace, school smoking policies, teen smoking cessation, smoking behaviour of Canadians, and "Break-Free All Stars". ***Program Record Number:*** HWC HSP 315

Women and Health

Description: Information on health issues of concern to women, and on environmental factors that affect their well-being. ***Topics:*** Mental health; drug abuse; tobacco use; reproductive health concerns; medical services for women; women's roles; economic status of women. ***Program Record Number:*** HWC HSP 331

Workplaces

Description: Information on health promotion in the workplace. ***Topics:*** risk assessment; workplace models; needs assessment instruments; workplace health and environment issues; the Corporate Challenge, Evalu-Life, and the Corporate and Small Business Health Models; the needs of various employee populations. ***Program Record Number:*** HWC HSP 326

■ Extramural Research Programs Directorate

National Health Research and Development Program (NHRDP)

Description: Information (i.e. final reports, statistics and manuals) on contributions in support of health research activities. ***Topics:*** Research activities supported by the NHRDP fall into the following topic categories: organization and delivery of health care; environmental health hazards, primary and secondary illness prevention; habilitation and rehabilitation; and the health status of native populations. ***Program Record Number:*** HWC HSP 335

Income Security Programs Branch

Agreements – International Social Security

Description: Information on Canada's objectives in social security agreements; information on the process for developing and implementing social security agreements; information on model provisions for agreements and administrative arrangements; information on the social security systems of other countries. ***Topics:*** Social security agreements in effect and administrative arrangements related to them by country; correspondence concerning agreements in effect or under negotiation; model provisions and explanatory notes. ***Access:*** By country. ***Program Record Number:*** HWC ISP 350

Canada Pension Plan Advisory Committee

Description: Information on the Committee's administrative aspects. ***Topics:*** Appointments to the Advisory Committee; sub-committee and committee reports. ***Program Record Number:*** HWC ISP 360

Canada Pension Plan Benefit Administration – National Operations

Description: Information on the record of earnings and contributions of Canada Pension Plan contributors; contributor information project; entitlement, payment level and maintenance data of dual contributors; division of unadjustable pensionable earnings and (credit splitting) accounts; child rearing drop-out accounts; assignment accounts; continuous manual cheque issue accounts. ***Topics:*** Internal memoranda, directives, procedures and guidelines on the documentation, adjudication, entitlement, processing and maintenance of above-mentioned accounts. For individual applicant and beneficiary records, application should be made under the Privacy Act. Procedures on the maintenance of record of earnings and contributors; accounting data and T4 issuance data. ***Program Record Number:*** HWC ISP 385

Disability Operations – Benefit Administration

Description: Information on the determination of disability (medical) for purposes of administering the Canada Pension Plan disability benefits. ***Topics:*** Historical information on development of medical aspects of the plan; liaison with medical groups, associations and disability programs other than Canada Pension Plan. For individual applicant and beneficiary records, application should be made under the Privacy Act. ***Program Record Number:*** HWC ISP 380

EDP Programs Coordination and Maintenance

Description: Information on EDP programs and systems used in the administration of Income Security Programs; information on administrative aspects of regional programs coordination related to delivery of Family Allowances, Old Age Security and Canada Pension Plan benefits. ***Topics:*** Internal memoranda, directives procedures and guidelines on regional programs operations; Canada Pension Plan and International Agreements EDP systems; Family Allowances cheque issue system and on-line index retrieval system; Old Age Security and Guaranteed Income Supplement cheque issue system and on-line index retrieval system; Guaranteed Income Supplement and Revenue Canada Taxation Discrepancy Verification system. ***Program Record Number:*** HWC ISP 370

International Operations

Description: Information on the development and implementation of administrative arrangements and operational accords related to International Social Security Agreements; the entitlement, payment and maintenance of International Agreement Accounts for Old Age Security and Canada Pension Plan benefits. ***Topics:*** Administrative arrangements and operational accords; internal memoranda, directives, procedures and guidelines on the documentation, adjudication, entitlement, processing and maintenance of accounts for the Old Age Security and Canada Pension Plan programs; International Social Security Agreement booklets. For individual applicant and beneficiary records, application should be made under the Privacy Act. ***Access:*** By country. ***Program Record Number:*** HWC ISP 390

Legislation – Interpretation; Application; Appeals Administration

Description: Information on legislative interpretations and related administrative policy; appeals administration; public information programs; federal-provincial agreements and access to information and privacy legislation; policies and procedures. ***Topics:*** Income Security Programs legislative interpretations and related administrative policies and directives; information programs and advertising; annual reports; appeals administration; federal-provincial agreements; access to information and privacy. ***Program Record Number:*** HWC ISP 365

Policy, Legislation and Planning

Description: Information on the review and update of legislation, and the development and analysis of policy. ***Topics:*** Historical and background documents; public and private pension plans; Social Security review; Canada Pension Plan/Quebec Pension Plan; Income Security Statutory Legislation. ***Program Record Number:*** HWC ISP 340

Regional Operations – Client Services

Description: Information on the entitlement, payment and maintenance of accounts for the Family Allowances, Old Age Security and Canada Pension Plan benefits. ***Topics:*** Internal memoranda, directives, procedures and guidelines on the documentation, adjudication, entitlement, processing and maintenance of accounts for regular Family Allowances and Special Allowances; Old Age Security, Guaranteed Income Supplement and Spouse's Allowances; Retirement, Survivors', Orphans' and death benefits. For individual applicant and beneficiary records, application should be made under the Privacy Act. ***Program Record Number:*** HWC ISP 375

Statistics and Trends Analysis

Description: Research information used in program review and development. ***Topics:*** Data sources and statistical information; studies, surveys, reports on public and private pension plans; client sample surveys; disability protection survey. ***Program Record Number:*** HWC ISP 345

Systems Development

Description: Information on the review and redesign of the Income Security Programs delivery systems and procedures, including information related to the telecommunications system. ***Topics:*** Systems studies; projects; reports and recommendations; EDP telecommunications system. ***Program Record Number:*** HWC ISP 355

Social Service Programs Branch

Child Care

Description: Consultation and information services and policy development activities in the areas of child care; files on the distribution of funds to community groups, professional associations, educational institutions, etc., through the Child Care Initiatives Fund. ***Topics:*** All of the above subjects. ***Note:*** Previously included records on Family Violence. A new information holding is being created. ***Program Record Number:*** HWC SSP 399

Cost Shared Programs

Description: Information on the administration of the Canada Assistance Plan, Part I and Part III, Vocational Rehabilitation of Disabled Persons Act, Nursing Home Care Benefits Agreements, Indian Welfare Agreement (Ontario), Young Offenders Agreements, and section 44.25 of the Excise Tax Act; shareability of provincial program initiatives; changes and provincial costs; and accountability for annual transfer payments. ***Topics:*** Grants and welfare organizations; nursing home care; young offenders; vocational rehabilitation of disabled persons; research in vocational rehabilitation; welfare services and work activity; old age assistance; unemployment assistance; remission orders. ***Program Record Number:*** HWC SSP 395

New Horizons

Description: Files on the distribution of New Horizons funds to groups of older retired Canadians. ***Topics:*** Information and liaison; program development; and operations. ***Program Record Number:*** HWC SSP 400

Social Development

Description: Consultation and information services and policy development activities in the areas of disabled persons and international and interprovincial adoptions. ***Topics:*** All of the above services. ***Program Record Number:*** HWC SSP 405

Welfare Grants

Description: Information on the funding of fellowships and research projects and national voluntary social service organizations. ***Topics:*** National welfare fellowships; welfare research fellowships; welfare research projects; pilot projects; national non-profit organization projects; special projects; human resource development project; Welfare Research Advisory Committee; and national voluntary social service organizations. ***Program Record Number:*** HWC SSP 410

■ Seniors Secretariat

Seniors Independence Program

Description: Files containing information on applications and funded projects submitted by groups and organizations. ***Topics:*** Health, education and social welfare projects. ***Program Record Number:*** HWC SSP 414

Seniors Secretariat

Description: Information on federal programs, services and organizations of benefit to seniors. ***Program Record Number:*** HWC HSP 259

Fitness and Amateur Sport Branch

Fitness Canada

Description: Information on financial and technical support and services to national organizations and individuals to raise the fitness level of Canadians through increased participation in physical activity, thus encouraging a healthy lifestyle. ***Topics:*** Provincial and federal liaison; local/regional liaison; consulting firms; educational institutions; national fitness organizations; strategic plans, models and policies; research, planning and evaluation; discussion papers; target-group-specific leadership initiatives; women in sport leadership; financial and technical support to services and programs; promotion/education; requests for fitness publications and Fit-Kit; Canadian Standardized Test of Fitness (CSTF); PARTICIPaction; Canada's Fitweek; Youth Fitness; Fitness and Older Adults; Employee Fitness; Canada Fitness Survey; Canadian Fitness and Lifestyle Research Institute; Secretariat for Fitness in the Third Age; Program for the Disabled; Canada Fitness Award; Skills Program for Management Volunteers; Professional Development Practicum; Fitness Leadership; Canadian Fitness Challenge; Youth Marketing Study; Conférence des ministres de la jeunesse et des sports des états d'expression française; Federal-Provincial-Territorial Fitness Committee; consultations with the fitness milieu; fitness publications. ***Program Record Number:*** HWC FAS 420

International Relations and Major Games

Description: Information on developing and implementing a strategy and program to enhance the international dimension of Canada's sport and fitness policy and relationships in order to assist Canada in maintaining a high level of success and visibility in international sport and fitness circles (both governmental and non-governmental), and to ensure that Canada provides leadership in the international sport and fitness community. ***Topics:*** International liaison; sport and fitness technical aid program; sport and fitness policy and relationships; sport and fitness technical and administrative assistance programs. ***Program Record Number:*** HWC FAS 421

National Advisory Council on Fitness and Amateur Sport

Description: The National Advisory Council on Fitness and Amateur Sport was established by The Fitness and Amateur Sport Act in 1961 as an advisory body of non-public servants to the Minister of State, Fitness and Amateur Sport. The Council consists of up to 30 members, with at least one representative, appointed by Governor in Council, from each province and Territory. The mandate of the Council is to advise the Minister on matters of a program and policy nature and to provide grass-roots feedback on government activities. ***Program Record Number:*** HWC FAS 430

Other Programs

Description: Fitness and Amateur Sport operates programs that are supported with funds allocated jointly by Fitness Canada/Sport Canada, another that is designed to promote the activities of Fitness and Amateur Sport generally, and another that assists in the design, implementation and follow-up of the Official Languages Plan. ***Topics:*** Women's Program; Sport Action Program; Bilingualism Initiatives Program; Marketing Support Program; Program Support (Promotion and Communications; Finance and Administration; Personnel; EDP Systems). ***Program Record Number:*** HWC FAS 425

Sport Canada

Description: Information on financial and technical support and services to national agencies and individuals to encourage, promote and develop activities directed towards the development of Canadian Sport and the Canadian Sport System. ***Topics:*** Canadian Sport and Fitness Adminstration Centre; National Sport Organizations (single sport); Multi-sport Organizations; Canadian Olympic Association; provincial-federal liaison; Games and meets (Olympic Games; Canada Games; Pan-American Games; World Student Games;

Francophone Games; Commonwealth Games; Arctic Winter Games); Anti-doping Control Program; Best Ever Program (Summer and Winter); conferences; corporate sponsorship; women in sport; sport publications and reports; sport policies and papers; research and evaluation papers; discussion papers; National Sport Organization (NSO) planning guidelines; Sport System Planning; liaison and consultative services to NSOs; funding to athletes and NSOs; aboriginal sport program; violence in sport; sport centres; sport values; future development of the Canadian sport system; Fair Play materials; children and Master's sport; doping in sport. *Program Record Number:* HWC FAS 415

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

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Health Protection Branch

■ Environmental Health Centre

Child Acute Respiratory Effects Study

Description: This bank contains information on the respiratory illnesses and pulmonary function measures and the ages of 100 females aged 7 to 15 years attending a girl guide camp (Camp Kiawa) in July and August of 1986. Data on parental smoking habits, education and other home characteristics were collected. Allergy test and heart rate monitoring results are also recorded. *Class of Individuals:* Girls aged 7 to 15 years who attended Camp Kiawa from July 1 to August 10, 1986. *Purpose:* The purpose of this bank is to examine the relationship between transported air pollution and respiratory health in children. *Consistent Uses:* There will be no disclosure of any personal information from this data bank. Only summary statistics and conclusions drawn from the study will be publicly disclosed. There will be no linking and matching of information in this data bank with any other information or data bank presently existing. *Retention and Disposal Standards:* Information will never be destroyed. *TBS Registration:* 001822 *Bank Number:* HWC PPU 036

Ontario Farm Family Health Study

Description: Information collected from 1200 farm families, including name, address, race, colour, religion, age, sex and country of birth. *Class of Individuals:* Ontario Farm Families. *Purpose:* Information is collected for use in a study designed to assess potential relationship between pesticides and other hazardous exposures on the farm. *Consistent Uses:* Research and Statistical Purposes. *Retention and Disposal Standards:* To be determined. *TBS Registration:* 002953 *Bank Number:* HWC PPU 037

■ Bureau of Dangerous Drugs

Amphetamine Control

Description: This bank contains diagnostic and other information from physicians on the perceived medical needs, for designated amphetamines. *Class of Individuals:* Only patients for whom designated amphetamines have been prescribed for non-listed conditions are included. *Purpose:* The purpose of this bank is to regulate the non-approved uses of a restricted class of drugs. The bank is part of the monitoring of the use of this class of drugs in conformity with the Food and Drugs Act and Regulations. *Consistent Uses:* Information from this bank may be released to provincial licensing authorities of the health professions. *Retention and Disposal Standards:* Practitioner files are kept two years after the death of a doctor; five years after the last correspondence or last record of registration if there is no history of drug-related problems; and ten years after the last correspondence or last record of registration if there is a history of drug-related problems. *TBS Registration:* 002731 *Bank Number:* HWC PPU 065

Drug Investigation (Users and Distribution) Files

Description: This bank contains information on people investigated under the Narcotic Control Act and Regulations, and the Food and Drugs Act and Regulations. It consists of reports prepared by the police departments, the Department of Justice, the Department of the Solicitor General, Crown counsel and lawyers on investigations concerning persons involved in illicit drug use and distribution. It also consists of information received as a result of the monitoring of drug importation, manufacture, distribution and prescription. It includes the following personal information: name, address, date of birth, fingerprints, sex, occupation, drug involvement, and details of the investigation, arrest and the case disposition, details of drugs, things, and assets seized and their disposition. *Class of Individuals:* In addition to the requirements indicated on the Record Access Request Form, requesters must provide their full name, date of birth and place of birth. In cases where the information is deemed to be of a sensitive nature enquirers will be required to provide appropriate identifying information about themselves at the time of access to ensure the personal information relates to them and not to another person of similar name and description. *Purpose:* The purpose of this bank is to ensure that the use of narcotic and controlled drugs is limited exclusively to medical and scientific purposes, to prevent diversion of those drugs to other uses and to facilitate administration of asset disposal. The information in the bank is used in making decisions in enforcing the regulations concerning the prescribing and dispensing of narcotic and controlled drugs by practitioners and pharmacists and the receipt and use of such drugs by individuals; in making decisions in connection with the disposition of drugs and things (including money, conveyances and other assets) seized under the authority of the Narcotic Control Act and Food and Drugs Act; to prepare statistics (drug use and conviction) for health planning purposes, on drug use in Canada and in the preparation of the annual report required by the United Nations Narcotic Commission. This information is not used for any administrative purpose and is not retrievable by the name of the individual. *Consistent Uses:* Information from this bank may be released to provincial licensing authorities of the health professions. *Retention and Disposal Standards:* Cannabis cases where assets or other drugs are seized are kept five years from the date of final disposition or last correspondence, whichever is later. Cannabis cases with international implications which are reported to the United Nations are kept until a final report is submitted to that organization. Such reports are kept for two years after the last action taken. Offence reports dealing with cannabis-only offenses, where no assets are seized, are kept for only two months or until the information has been extracted on a depersonalized basis and recorded for statistical purposes. Reports are then destroyed. *TBS Registration:* 002729 *Bank Number:* HWC PPU 055

Methadone Program

Description: This bank contains the names and addresses of practitioners authorized to purchase, prescribe or dispense methadone. *Class of Individuals:* Practitioners. *Purpose:* It is used to monitor those physician practices where methadone is administered, including the treatment of narcotic addicts and to develop a profile of narcotic addiction treatment in Canada. *Consistent Uses:* Information from this bank may be released to provincial licensing authorities of the health professions. *Retention and Disposal Standards:* Practitioner files are kept two years after the death of a doctor, five years after the last correspondence or last record of registration if there is no history of drug-related problems, and ten years after the last correspondence or last record of registration if there is a history of drug-related problems. *TBS Registration:* 002730 *Bank Number:* HWC PPU 060

Practitioner and Pharmacist Files

Description: This bank contains information concerning the prescription, utilization and distribution of narcotic and controlled drugs by practitioners and pharmacists. It also contains reports prepared by Drugs Directorate inspectors and enforcement agencies concerning the misuse and abuse of drugs by health professionals, and investigations with respect to such diversion. *Class of Individuals:* Practitioners and pharmacists. *Purpose:* It is used in connection with drug control programs to ensure that narcotic and controlled drugs are used for legitimate medical purposes and are not diverted to illicit avenues. *Consistent Uses:* It is also used as a basis to make decisions concerning notifications to pharmacists and licensed narcotic and controlled drug dealers not to supply narcotic and/or controlled drugs on the strength of orders issued by certain pharmacists and orders and prescriptions issued by certain practitioners. It also serves as a basis for decisions concerning prosecution action relating to health professionals. *Retention and Disposal Standards:* Practitioner files are retained for two years after death; if retired or lapsed registration, for five years with no history of drug-related problems; and for ten years with a history of drug-related problems. Pharmacist files are retained for two years after death; if currently registered for five years after last correspondence if retired or lapsed registration; and for ten years after the last date of correspondence or registration. *TBS Registration:* 002728 *Bank Number:* HWC PPU 050

Purchase Records of Hospitals, Licensed Pharmaceutical Companies, and Provincially-Registered Practitioners and Pharmacists

Description: This bank contains purchase records of narcotics and controlled drugs made by licensed pharmaceutical companies and hospitals as well as currently registered practitioners and pharmacists who are entitled to purchase and/or prescribe narcotic and controlled drugs under the "Narcotic Control Act" and "Food and Drugs Act". *Class of Individuals:* Pharmacists, physicians, dentists, veterinarians, hospitals and licensed pharmaceutical companies. *Purpose:* This bank is used to ensure that licensed narcotic and controlled drugs dealers supply narcotic and controlled drugs only to authorized persons. *Consistent Uses:* It is also used to monitor and assess purchases of narcotics and controlled drugs made by pharmacists, physicians, dentists, veterinarians, hospitals and licensed pharmaceutical companies. Information from this bank may be released to provincial licensing authorities of the health professions. *Retention and Disposal Standards:* Records on individual cases are held for two years for pharmacy sales reports and for three years for licensed dealers sales reports. *TBS Registration:* 002727 *Bank Number:* HWC PPU 045

Record of Researchers

Description: This bank provides a list of persons authorized to use, and who are using narcotic, controlled and restricted drugs in research work. *Class of*

Individuals: It is primarily concerned with scientists and medical and paramedical professionals. ***Purpose:*** The bank is used to ensure that persons using narcotic, controlled and restricted drugs for research purposes have been authorized to do so. ***Retention and Disposal Standards:*** Records in individual cases are held for ten years. ***TBS Registration:*** 002726 ***Bank Number:*** HWC PPU 040

■ Administration

Service Contracts

Description: This bank includes contract details with individuals and institutions, financial data related to contracts, and certificates of satisfactory performance. ***Class of Individuals:*** Only persons under contract to the Health Protection Branch are included. ***Purpose:*** This bank is used primarily to control commitment of funds and to ensure that payments are made in accordance with contract terms. The information is used to monitor contracts of personal service and to make decisions regarding timing and amount of payments in relation to the contract terms and satisfactory performance. ***Consistent Uses:*** Use of this bank is consistent with the purpose specified in section 5. ***Retention and Disposal Standards:*** The information is retained for six years after completion and non-renewal of contract; two years active and four years dormant. At the end of this period the files are destroyed. ***TBS Registration:*** 002732 ***Bank Number:*** HWC PPU 070

■ Disease Control

Cancer Risks Among Laboratory Workers

Description: This bank contains personal information, work history information (including area of work, job assignment, chemical, biological and physical agents handled), information from medical records and information related to personal environmental exposure of workers in laboratories. The bank is used in a multinational research project sponsored by the International Agency for Research on Cancer to monitor the incidence of cancer among laboratory workers in relation to various physical, biological and chemical exposures. In addition to cancer incidence, the bank is used to monitor general morbidity and congenital anomalies of offspring born to laboratory employees. ***Class of Individuals:*** Employees of biology, chemistry and hospital laboratories. ***Purpose:*** The information was collected for use in a multi-national study of cancer incidence among laboratory workers. The study is coordinated by the International Agency for Research on Cancer and was initiated after preliminary findings among laboratory workers in three European locations showed significant increases in brain, prostate and lymphatic cancer. ***Consistent Uses:*** The information collected will be used to determine the rate of cancer incidence and general morbidity among laboratory workers, as well as congenital anomalies among their offspring. Morbidity will be studied in relation to work exposure factors as well as personal environmental factors. ***Retention and Disposal Standards:*** Information is retained for 10 years. Upon expiry of the retention period, the files are destroyed. ***TBS Registration:*** 002750 ***Bank Number:*** HWC PPU 077

Great Lakes Health Effects Cohort Study

Description: This bank contains basic personal information, fish consumption patterns, household income, current employment information (kind of work, exposures in the workplace), and medical history data on a sample of Ontario Sport Fish Licence holders (1988) and their families. ***Class of Individuals:*** Phase I: 1988 Ontario Sport Fish Licence holders (approximately 1,000,000). Phase II: A sub-sample of Phase I, plus adult and child members of their household (approximately 100,000 records). Phase III: Further data on a sub-sample of Phase II. ***Purpose:*** The data will be used for research and statistical purposes. The information was collected for use in a study designed to investigate the adverse health effects of Great Lakes water pollution as bio-concentrated by fish. ***Consistent Uses:*** The data collected will be used to determine the risk of cancer, adverse reproductive outcomes (for example, birth defects) and mortality from certain causes associated with consumption of fish caught in the Great Lakes Basin. The individuals identified in the data bank may be followed up over time by linkage to cancer incidence, congenial anomaly or mortality registries. ***Retention and Disposal Standards:*** Information is retained for 30 years. ***TBS Registration:*** 002789 ***Bank Number:*** HWC PPU 076

The Canadian Congenital Anomalies Surveillance System (CCASS)

Description: The bank contains information on incidence of birth defects in Canada. Participating provinces provide machine-readable information including the infant's name, date of birth, sex, nature of birth defects, parent's name and dates of birth, municipality of residence and a provincial registration number. The system was initiated in 1966. ***Class of Individuals:*** All infants born in participating provinces and diagnosed as having a birth defect in the first year of life since January 1966. Information also collected on parents. ***Purpose:*** The purpose of this data bank is to provide a database to monitor the incidence of birth defects in Canada and to serve as a register for epidemiological research studies. ***Consistent Uses:*** Use of this bank is consistent with the purpose specified in section 5. ***Retention and Disposal Standards:*** To date no individual records have been discarded. It is expected records will be retained for 100 years from birth date. Requests for information which might identify individual persons are directed to the province in question where original documents are retained. ***TBS Registration:*** 002733 ***Bank Number:*** HWC PPU 075

■ Radiation Protection

National Dose Registry for Occupational Exposures

Description: This bank currently includes information on occupational exposures to radiation. Records are kept on an individual basis and include, in addition to personal identifying information, cumulative radiation exposures and a record-by-record account of the entries into the Registry. Exposure records are inputed from the National

Dosimetry Service and from organizations that have their own radiation monitoring programs. Persons requesting records should include their SIN on their request form. *Class of Individuals:* Occupationally-exposed radiation workers. *Purpose:* To keep records for individuals whose occupational radiation exposure has been monitored. The records are used for epidemiological and statistical studies, informational purposes, and in support of the regulatory control of occupational radiation exposures. *Consistent Uses:* The Registry is designed and used primarily for epidemiological and informational purposes. It is also used to advise the individual, his or her employer and the appropriate regulatory authorities when the record shows that the maximum permissible dose has been exceeded or is about to be exceeded, as described in relevant provincial Acts, the Canada Labour Safety Code or Treasury Board recommendations for federal employees, and the Atomic Energy Control Act. Information is supplied to federal and provincial authorities responsible for the control of occupational radiation exposure and upon request to the Workers' Compensation Board in relation to a compensation claim. Information may be given to a third party upon authorization from the individual. ***Retention and Disposal Standards:*** Kept for 80 years. ***TBS Registration:*** 000038 ***Bank Number:*** HWC PPU 080

Medical Services Branch

■ Public Service Health

Technical Support Files

Description: This bank contains environmental health surveillance reports, as well as results of tests performed on biological samples (blood, hair, urine) of individuals. Persons seeking access to this bank must supply their full name, the date the sample was submitted and the community where tested. Natives should provide their Band Number. *Class of Individuals:* Exposed Native populations and federal government employees. *Purpose:* This bank is used to monitor the health of individuals exposed to a wide variety of environmental and occupational hazards such as dust, mercury, PCB's, arsenic and lead. *Consistent Uses:* Information may be used internally for program management purposes and for purposes of research, planning, evaluation, statistics and for internal audit purposes. Information may also be shared with provincial/territorial departments of health. *Retention and Disposal Standards:* Records are retained for ten years. Upon expiry of the retention period, some of these records will be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. ***TBS Registration:*** 002722 ***Bank Number:*** HWC PPU 005

■ Health Advisory Services

Immigration Medical Records

Description: This bank contains some or all of the following types of information: applications, medical reports, medical examination findings, medical and psychological assessments, laboratory reports or x-rays. Persons seeking access to this bank must supply their full name (including alias), date of birth and date and place of medical examination. *Class of Individuals:* Persons applying for permanent and temporary residence in Canada – visitors, students, temporary workers and persons in Canada on a Minister's permit. *Purpose:* The bank is used to assess the medical status of persons applying for permanent and temporary residence in Canada or for refugee status. The information is used in the administration and enforcement of the Immigration Act. *Consistent Uses:* Information may be used internally for program management purposes and for purposes of research, planning, evaluation, statistics and for internal audit purposes. Other uses may include the sharing of some information with Employment and Immigration Canada, and External Affairs Canada as well as with provincial/territorial government departments responsible for assisting in immigration settlement and for the purposes of administering their public health program or enforcing the immigration legislation. ***Retention and Disposal Standards:*** Records are retained according to the various assessment categories. Upon expiry of the retention period, some of these records will be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. ***TBS Registration:*** 002723 ***Bank Number:*** HWC PPU 010

■ Indian and Northern Health Services

Federal Hospital Files

Description: This bank contains some or all of the following types of information: Admission and separation records, medical history, laboratory tests and reports, diagnostic services reports, requisitions, doctor's orders, nursing notes, counselling notes, accounting statements, x-rays, operating room reports, pharmacy, social services and other patient and treatment and services records. The records are accessible through the hospital administrator or superintendent. Persons seeking access to this bank must supply their full name, date of birth and location of the record sought. *Class of Individuals:* Status Indians, Inuit and residents of the Yukon. *Purpose:* The purpose of this bank is to maintain records for departmentally operated hospitals for inpatients and outpatients. *Consistent Uses:* Information may be used internally for program management purposes and for purposes of research, planning, evaluation, statistics and for internal audit purposes. Information may also be exchanged with provincial health facilities, provincial and private medical insurance plans, and provincial and municipal health and welfare agencies. ***Retention and Disposal Standards:*** Records are retained for 25 years after the last entry in the file. Upon expiry of the retention period, some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. ***TBS Registration:*** 002724 ***Bank Number:*** HWC PPU 015

Federal Nursing Stations and Health Centres Files

Description: This bank contains treatment and preventative nursing services records. *Class of Individuals:* Status Indians, Inuit and residents of the Yukon. *Purpose:* The purpose of this bank is to maintain records for departmentally operated nursing stations and health centres files. ***Consistent Uses:*** Information may be used internally for program management purposes and for purposes of research, planning, evaluation, statistics and for internal audit purposes. Information may also be exchanged with provincial health facilities, provincial and private medical insurance plans, and provincial and municipal health and welfare agencies. ***Retention and Disposal Standards:*** Records are retained for 25 years after the last entry in the file. Upon expiry of the retention period, some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. ***TBS Registration:*** 002725 ***Bank Number:*** HWC PPU 020

Health Services and Promotion Branch

Service Contracts With Individuals

Description: This bank contains information on the background and experience of contractors, expected results, budgetary commitments and payment methods. ***Class of Individuals:*** Only persons under contract with the Health Services and Promotion Branch and past contractors are included. ***Purpose:*** The bank is used in the day-to-day administration of the contracts. ***Retention and Disposal Standards:*** The information is retained for six years after completion and non-renewal of contract; two years active and four years dormant. At the end of this period, the files are destroyed. ***TBS Registration:*** 000039 ***Bank Number:*** HWC PPU 085

■ Health Research Programs

Applications for Contributions Files

Description: This bank contains a full description of the research to be undertaken as well as the curriculum vitae of each person responsible for the execution of health-related scientific activities approved under the National Health Research and Development Program (NHRDP), the assessment made by members of the Review Committee and the external reviewers and the internal evaluation by departmental officers. ***Class of Individuals:*** Persons involved in health research are included in this bank. ***Purpose:*** The purpose of the bank is to administer the review of applications for funds from the National Health Research and Development Program for research projects, conferences, and related scientific activities and to administer the approved funds. In future, it may be used in the internal evaluation of NHRDP activities. ***Consistent Uses:*** The information gathered in this bank is used only for the assessment of the scientific merit of the research proposals, and the suitability of research personnel to carry out proposals submitted under the National Health Research and Development Program information is shared with the Medical Research Council. ***Retention and Disposal Standards:*** Records are held for one to six years. At the end of this period, the files are destroyed. Final report files are held for 50 years at the National Archives of Canada. ***TBS Registration:*** 000043 ***Bank Number:*** HWC PPU 105

Committee Files

Description: This bank contains the curriculum vitae, education, employment and publications of each member of the advisory and review committees. ***Class of Individuals:*** Canadian health researchers, health professionals and some representatives of interest groups promoting health research are included in this bank. ***Purpose:*** The purpose of this bank is to record the background of each member of the advisory and review committees for the purpose of verifying, if requested, that the membership is representative of the health research community. ***Consistent Uses:*** The information gathered is used only for obtaining internal departmental approval of committees memberships. ***Retention and Disposal Standards:*** Records are held for one to five years. At the end of this period, the records are destroyed. ***TBS Registration:*** 000044 ***Bank Number:*** HWC PPU 110

Personnel Award Application Files

Description: This bank contains the address, marital status, health-related employment history, educational background, publications, research and career plans, confidential assessments of candidates and letters of reference, and review committee members' comments on the application. ***Class of Individuals:*** Health researchers – Canadian or landed immigrant, university graduates or applicants for graduate studies planning to begin or continue careers in health research are included in this bank. ***Purpose:*** The purpose of this bank is to administer the review of applications for funds from the National Health Research and Development Program for training, career development, and career support and to administer the approved funds. In future it may be used in the internal evaluation of the awards program. ***Consistent Uses:*** The information gathered in this bank is used only for the assessment of candidates in carrying out their proposals under the National Health Research and Development Program (NHRDP). ***Retention and Disposal Standards:*** Records are held for one to six years. At the end of this period, the files are destroyed. Final report files are held for 50 years at the National Archives of Canada. ***TBS Registration:*** 000042 ***Bank Number:*** HWC PPU 100

Income Security Programs Branch

■ Program Operations Directorate

Appeals Regarding the Canada Pension Plan

This bank contains records of those applications for the determination of eligibility for Survivors, Disabled Contributor's Child Benefit, Orphans Benefit, Retirement Benefits, Disability Benefit and Division of Unadjusted Pensionable Earning under the Canada Pension Plan, which have resulted in an appeal under sections 81, 82 or 83 of the Canada Pension Plan. It includes the initial decision of the Minister of National Health and Welfare, documentary evidence supporting each decision and any subsequent appeals. Access will be provided upon proof of identification consisting of name, address and social insurance number and/or proof of authority by a representative. The retention and disposal schedule has been submitted to the National Archives of Canada. ***Bank Number:*** HWC PPU 176

Canada Pension Plan Cheque Payment History

This bank maintains a computerized payment history of Canada Pension Plan benefit cheques. Access to this bank requires name, address and social insurance number. Individuals identified in this bank are beneficiaries who were or are presently in receipt of Canada Pension Plan benefits. The data in this bank provides financial control and an audit trail for Canada Pension Plan benefit payments. The information is used for issuing T4AP slips for income tax purposes. The retention and disposal schedule has been submitted to the National Archives of Canada. ***Bank Number:*** HWC PPU 160

Canada Pension Plan Computer Master Data

This bank contains personal data as well as information on benefit calculations. It also contains beneficiaries' and/or dependents' payment history. Access to this bank requires name, address and social insurance number. Individuals identified in this bank are those who were or are presently in receipt of Canada Pension Plan benefits. The information compiled in this bank supports the payment and control activity functions related to the administration of the Canada Pension Plan Program. Data in this bank is shared with the Department of Supply and Services for cheque-issue purposes. The retention and disposal schedule has been submitted to the National Archives of Canada. ***Bank Number:*** HWC PPU 155

Canada Pension Plan – Disability Benefit File (Individual)

This bank contains Canada Pension Plan Disability applications, birth, marriage and death evidence, social insurance number, school attendance declarations, earnings evidence and related correspondence. Access to this bank requires name, address and social insurance number. Individuals identified in this bank are those who have applied for or are in receipt of disability benefits. The information in this bank is used to establish eligibility to a disability pension under the Canada Pension Plan. The retention and disposal schedule has been submitted to the National Archives of Canada. ***Bank Number:*** HWC PPU 166

Canada Pension Plan – Disability Medical File (Individual)

This bank contains medical and employment information concerning persons who receive or have applied for a pension, a copy of the disability application and related correspondence. Access to this bank requires name, address and social insurance number. Individuals identified in this bank are those who have applied for or are in receipt of disability benefits. The information in this bank is used to determine the disability of an applicant under the Canada Pension Plan and to establish entitlement to a disability pension. The retention and disposal schedule has been submitted to the National Archives of Canada. ***Bank Number:*** HWC PPU 165

Canada Pension Plan – Division of Pensionable Earnings (Individual)

This bank contains Canada Pension Plan applications for the division of pension credits submitted by individual applicants, supporting documentation (e.g. birth, marriage, death evidence, social insurance number, school attendance declarations, T-4 slips, etc.) and correspondence. Access to this bank requires name, address and social insurance number. Individuals identified in this bank are those who have applied for or have been granted a division. Applications and supporting documentation are obtained for purposes of administering the Canada Pension Plan program. Personal information contained in this bank may be matched with information contained in HWC PPU 130 for purposes of confirming personal data necessary for accurate calculations related to the child-care drop-out provision. The information may also be matched with information contained in banks HWC PPU 116, 117, 118, 119, 121 and 175 to confirm date of birth, marital status and date of death. The retention and disposal schedule has been submitted to the National Archives of Canada. ***Bank Number:*** HWC PPU 148

Canada Pension Plan Record of Earnings

This bank contains information relating to employment/self-employment earnings of individuals and the history of contributions made to the Canada Pension Plan. Access to this bank requires name, address and social insurance number. Social insurance numbers are issued to contributors pursuant to section 100 of the Canada Pension Plan, and are used for identification purposes. Individuals identified in this bank are Canada Pension Plan contributors only. Earnings and contributions, for each individual identified in this bank, are compiled for purposes of administering the Canada Pension Plan program. The information is used to determine individual benefit entitlement and to calculate the amount of Canada Pension Plan benefits payable. Data contained in this bank is released on request to the Office of the Auditor General for audit purposes. The retention and disposal schedule has been submitted to the National Archives of Canada. ***Bank Number:*** HWC PPU 140

Canada Pension Plan – Record of Earnings Enquiries

The bank contains information pertaining to inquiries received from Canada Pension Plan contributors as well as internally-generated inquiries concerning the unadjusted pensionable earnings reported on individual Statement of Earnings. The bank also contains earnings evidence and related correspondence. Access to this bank requires name, address and social insurance number. The only individuals identified in this bank are Canada Pension Plan contributors whose earnings as posted to the Canada Pension Plan Record of Earnings, form the basis of an inquiry. The information in this bank is used to amend an individual's record of earnings; the latter is used in calculating individuals' benefit levels. The information in this bank is also used to administer requests made under Part I of the Family Orders and Agreements Enforcement Assistance Act. The retention and disposal schedule has been submitted to the National Archives of Canada. ***Bank Number:*** HWC PPU 180

Canada Pension Plan – Retirement (Individual)
This bank contains Canada Pension Plan Benefit applications submitted by individual applicants, supporting documentation (e.g. birth, marriage, death evidence, social insurance number, school attendance declarations, T-4 slips, etc.) and correspondence. Access to this bank requires name, address and social insurance number. Individuals identified in this bank are those who have applied for or are in receipt of the above-mentioned Canada Pension Plan Benefit. The Canada Pension Plan Benefit applications and supporting documentation are obtained for purposes of administering the Canada Pension Plan program. Personal information contained in this bank may be matched with information contained in HWC PPU 130 for purposes of confirming personal data necessary for accurate calculations related to the child-care drop-out provision. The information may also be matched with information contained in banks HWC PPU 116, 117, 118, 119 and 121 to confirm date of birth, marital status and date of death. The retention and disposal schedule has been submitted to the National Archives of Canada. ***Bank Number:*** HWC PPU 146

Canada Pension Plan Social Insurance Number Validator
This bank contains information related to each social insurance number issued and/or for issuance of a replacement number approved by the Department of Employment and Immigration. Access to this bank requires name, date of birth, sex code and social insurance number. Individuals identified in this bank are those who have applied for and been issued a social insurance number (or a replacement number) by the Department of Employment and Immigration. The data contained in this bank is obtained from the Department of Employment and Immigration for purposes of administering the Canada Pension Plan program. The information is used to validate the social insurance number found on Canada Pension Plan Benefit applications and to ensure that the contributory earnings posted to the record of earnings are attributed to the correct SIN number in order to guarantee accurate benefit calculations. Social insurance numbers contained in the bank are used to validate those recorded in HWC PPU 115 (OAS). Retention and disposal standards are under review. ***Bank Number:*** HWC PPU 150

Canada Pension Plan – Survivors Benefits (Individual)
This bank contains Canada Pension Plan Benefit applications submitted by individual applicants, supporting documentation (e.g. birth, marriage, death evidence, social insurance number, school attendance declarations, T-4 Slips, etc.) and correspondence. Access to this bank requires name, address and social insurance number. Individuals identified in this bank are those who have applied for or are in receipt of the above-mentioned Canada Pension Plan Benefit. The Canada Pension Plan Benefit applications and supporting documentation are obtained for purposes of administering the Canada Pension Plan program. Personal information contained in this bank may be matched with information contained in HWC PPU 130 for purposes of confirming personal data necessary for accurate calculations related to the child-care drop-out provision. The information may also be matched with information contained in banks HWC PPU 116, 117, 118, 119, 121 and 175 to confirm date of birth, marital status and date of death. The retention and disposal schedule has been submitted to the National Archives of Canada. ***Bank Number:*** HWC PPU 147

Family Allowances (Appeals – Individual)
This bank contains records of those applications for the determination of eligibility for Family Allowances which have resulted in an appeal under the Family Allowances Act. It includes the initial decision of the Minister of National Health and Welfare, documentary evidence supporting each decision and any subsequent appeals. Access will be provided upon proof of identification consisting of name, address and social insurance number or, in the case of a representative, proof of authority. The retention and disposal schedule has been submitted to the National Archives of Canada. ***Bank Number:*** HWC PPU 131

Family Allowances (Individual)
This bank contains applications for Family Allowances, supporting documentation and correspondence. Some files may also contain eligibility assessment reports. Access to this bank requires name, address, social insurance number and/or account number. Identified in this bank are those who have applied for Family Allowances or Special Allowances benefits. The information found on Family Allowances and Special Allowances applications obtained from individuals, agencies or institutions is used to administer the Family Allowances Program. Information contained in this bank may be matched with information banks HWC PPU 146, 147, 148 and HWC PPU 165 in order to ensure accuracy of children's date of birth and names of beneficiaries listed on various Canada Pension Plan application forms. The retention and disposal schedule has been submitted to the National Archives of Canada. ***Bank Number:*** HWC PPU 130

Family Allowances – Master Database
This bank contains personal data on Family Allowances payees and children. The bank holds information on the payment history of Family Allowances accounts. Access to this bank requires name, address, social insurance number and/or account number. Social insurance numbers contained in this bank are collected pursuant to sub-section 5 (1) (f) of the Family Allowances Regulations and are used in administering the program. Individuals identified in this bank are Family Allowances beneficiaries only. The data compiled in this bank supports the payment and control activity functions related to the Administration of the Family Allowances program. The payment history data is used for the issuance of TFA-1 forms for income tax purposes. Data in this bank is passed to the Department of Supply and Services for cheque-issue purposes and to Revenue Canada, Taxation, to support payment of the advanced Child Tax Credit. The retention and disposal schedule has been

submitted to the National Archives of Canada. ***Bank Number:*** HWC PPU 125

Family Allowances On-line Alpha Index – Ontario and Quebec

This bank, computerized in Ontario and Quebec only, contains account identifiers (specific personal data) on family allowances beneficiaries. Access to this bank requires name, address, social insurance number and/or account number. The only individuals identified in this bank are Family Allowances recipients. The information compiled in this bank is used to prevent the duplication of accounts. It is also used to identify individuals who, when corresponding with the branch, fail to give appropriate identifiers. The retention and disposal schedule has been submitted to the National Archives of Canada. ***Bank Number:*** HWC PPU 135

Guaranteed Income Supplement (Individual)

This bank contains Guaranteed Income Supplement applications as well as supporting documentation and correspondence. Some files may contain program officers' reports relating to benefit entitlement assessments. Access to this bank requires name, address, account number and social insurance number. Individuals identified in this bank are those who have applied for or are presently in receipt of benefits. Guaranteed Income Supplement applications are used to administer the Guaranteed Income Supplement program. Information contained in this bank may be used to confirm periods of residence in support of applications retained in HWC PPU 170 and 175 for purposes of determining an applicant's eligibility to receive benefits in accordance with International Social Security Agreements. The information is also used to confirm date of birth, marital status and date of death reported on Canada Pension Plan application forms contained in HWC PPU 146, 147, 148. The information is also matched with microfiche records contained in HWC PPU 160 to determine Old Age Security and Spouse's Allowance entitlement. The retention and disposal schedule has been submitted to the National Archives of Canada. ***Bank Number:*** HWC PPU 117

International Social Security – Domestic and Foreign Benefits (Individual)

This bank contains applications related to the above-mentioned benefits, supporting documentation and correspondence. Access to this bank requires name, address, social insurance number or account number. Individuals identified in this bank are persons who have applied for the above-mentioned benefits and those who were or are presently in receipt of benefits. The information found on foreign and/or domestic applications and supporting documentation is obtained for purposes of determining applicants' and/or dependents' and survivors' eligibility for domestic and/or foreign benefits. Information contained in this bank may be matched with information contained in HWC PPU 116, 117, 118, 119, 121, 147, 148, 165 and 166 for purposes of determining an applicant's eligibility to benefits payable as a result of international social security agreements. The retention and disposal schedule has been submitted to the National Archives of Canada. ***Bank Number:*** HWC PPU 175

International Social Security – Domestic and Foreign Benefits – Computer Master Benefit Data

This bank contains information on benefit calculations and payment history of Old Age Security and Canada Pension Plan benefits paid to beneficiaries and/or their dependents. Access to this bank requires name, address and social insurance number. Individuals identified in the bank are those who were in receipt of or who are presently receiving one of the above-mentioned benefits. The computer master benefit system supports the Old Age Security and Canada Pension Plan payment activity function. Information is disclosed to the Department of Supply and Services for cheque-issue purposes. The retention and disposal standards have been submitted to the National Archives of Canada and are under review. ***Bank Number:*** HWC PPU 170

Old Age Security (Individual)

This bank contains Old Age Security applications as well as supporting documentation and correspondence. Some files may contain program officers' reports relating to benefit entitlement assessments. Access to this bank requires name, address, account number and social insurance number. Individuals identified in this bank are those who have applied for or are presently in receipt of benefits. Old Age Security applications are used to administer the Old Age Security program. Information contained in this bank may be used to confirm periods of residence in support of applications retained in HWC PPU 170 and 175 for purposes of determining an applicant's eligibility to receive benefits in accordance with International Social Security Agreements. The information is also used to confirm date of birth, marital status and date of death reported on Canada Pension Plan application forms contained in HWC PPU 146, 147, 148. The information is also matched with microfiche records contained in HWC PPU 160 to determine Guaranteed Income Supplement and Spouse's Allowance entitlement. The retention and disposal schedule has been submitted to the National Archives of Canada. ***Bank Number:*** HWC PPU 116

Old Age Security, Guaranteed Income Supplement, Spouse's Allowance Data (Appeals – Individual)

This bank contains records of those applications for the determination of eligibility for Old Age Security, Guaranteed Income Supplement and Spouse's Allowance which have resulted in an appeal under the Old Age Security Act. It includes the initial decision of the Minister of National Health and Welfare, documentary evidence supporting each decision and any subsequent appeals. Access will be provided upon proof of identification consisting of name, address and social insurance number and/or proof of authority by a representative. The retention and disposal schedule has been submitted to the National Archives of Canada. ***Bank Number:*** HWC PPU 119

Old Age Security – Master Database

This bank contains personal data as well as information on the payment history of Old Age Security, Guaranteed Income Supplement, and Spouse's Allowance benefits. Access to this bank requires name, address, account number and social insurance number. Individuals identified in this bank are persons who were or are presently in receipt of the above-mentioned benefits. The data compiled in this bank supports the payment and control activity functions related to the administration of the Old Age Security program. The payment history data is used for the issuance of T4A slips for income tax purposes. Data matching takes place between this bank and HWC PPU 150 (CPP) in order to ensure that applicants are using the same social insurance number when applying for Old Age Security and Canada Pension Plan benefits. Data are also shared with the Department of Supply and Services for cheque-issue purposes. The information in this bank is also used to administer requests made under Part II of the Family Orders and Agreements Enforcement Assistance Act. The retention and disposal schedule has been submitted to the National Archives of Canada. ***Bank Number:*** HWC PPU 115

Old Age Security On-Line Alpha Index

This bank contains account identifiers (specific personal data) on Old Age Security beneficiaries. Access to this bank requires name, address, social insurance number and/or account number. The only individuals identified in this bank are Old Age Security recipients. The information compiled in this bank is used to prevent the duplication of accounts. It is also used to identify individuals who, when corresponding with the Branch, fail to give appropriate identifiers. The retention and disposal schedule has been submitted to the National Archives of Canada. ***Bank Number:*** HWC PPU 121

Revenue Canada Income Tax – Plysical or Mental Disability Credit

Description: This bank contains copies of Revenue Canada Income Tax for Physical or Mental Diability Credit applications (for yourself or a person under your care) (T2201 – Revenue Canada Income Tax), Social Insurance Number, written authorization or document required on provincial medical regulations to divulge medical information, medical reports or family physicians or specialists, X Rays and/or laboratory tests results, copies of objection form and all related correspondence. Access to this bank requires name, address and social insurance number. ***Class of Individuals:*** Individuals identified in this bank are those who have applied for the income tax physical or mental disability credit. ***Purpose:*** The information in this bank is used to establish, review or give advice for approval of a physical or mental credit under Revenue Canada income tax (for yourself or a person under your care). ***Retention and Disposal Standards:*** The retention and disposal schedule has been submited to National Archives Canada. ***TBS Registration:*** 002954 ***Bank Number:*** HWC PPU 177

Widowed Spouse's Allowance Data (Individual)

Description: This bank contains Widowed Spouse's Allowance applications as well as supporting documentation and correspondence. Some files may contain program officers' reports relating to benefit entitlement assessments. Access to this bank requires name, address, account number and social insurance number. ***Class of Individuals:*** Individuals identified in this bank are those who have applied for, or are presently in receipt of, benefits. ***Consistent Uses:*** Widowed Spouse's Allowance applications are used to administer the Widowed Spouse's Allowance Program. Information contained in this bank may be used to confirm periods of residence in support of applications retained in HWC PPU 170 and 175 for purposes of determining an applicant's eligibility to receive benefits in accordance with International Social Security Agreements. The information is also used to confirm date of birth, marital status and date of death reported on Canada Pension Plan application forms contained in HWC PPU 146, 147, 148. The information is also matched with microfiche records contained in HWC PPU 160 to determine Guaranteed Income Supplement and Old Age Security entitlement. ***Retention and Disposal Standards:*** The retention and disposal schedule has been submitted to the National Archives of Canada. ***TBS Registration:*** 002956 ***Bank Number:*** HWC PPU 118

Policy, Planning and Information Branch

- **Access to Information and Privacy Coordinator's Office**

Access Requests – Privacy Act

Description: This bank contains requests received from individuals wishing access to their personal files, related correspondence, as well as other information pertaining to the processing of the request. Access to this bank requires name, address and social insurance number. ***Class of Individuals:*** The only individuals identified in this bank are those who have requested access to their personal file as identified in Info Source. ***Purpose:*** The information is compiled as a result of the receipt of access requests. The information is used for statistical purposes, for responding to the Privacy Commissioner's investigations, as well as for any other related administrative purposes. ***Retention and Disposal Standards:*** The retention and disposal schedule has been submitted to National Archives of Canada. ***TBS Registration:*** 001784 ***Bank Number:*** HWC PPU 181

Social Service Programs Branch

- **National Welfare Grants**

National Welfare Fellowships

Description: This bank records information provided by applicants for National Welfare Fellowships to enable the selection committee to decide on the successful candidates in the competition and to administer the awards of the winners. Contents include educational and employment history, study plans and the amount of the award. Only those who have made application for a National Welfare Fellowship are included. The bank is used by the selection committee once a year to assess applications and grant awards, which are determined on the basis of actual costs. The names of successful candidates are made public. ***Class of Individuals:*** General public; individuals wishing to continue their university studies. ***Purpose:*** The information is compiled by the individuals themselves in order to obtain a National Fellowship award according to the appropriate program criteria. ***Consistent Uses:*** The information is used by the selection committee once a year to assess applications and grant awards. ***Retention and Disposal Standards:*** Applications are maintained for three fiscal years for unsuccessful applicants and six fiscal years for successful applicants. ***TBS Registration:*** 000046 ***Bank Number:*** HWC PPU 190

National Welfare Fellowships – Human Resource Inventory

Description: The Human Resource Inventory is a database of individuals who have received doctoral fellowships from the Department. Will principally contain information regarding professional expertise. ***Class of Individuals:*** Past and current recipients of the National Welfare Fellowship (1975-1990). ***Purpose:*** To be able to access highly trained, professional human resources. ***Consistent Uses:*** Contract work dealing with project review, proposal development, project monitoring, committee work, recruitment. ***Retention and Disposal Standards:*** Biannual update. ***TBS Registration:*** 002667 ***Bank Number:*** HWC PPU 285

Welfare Research Advisory Committee

Description: This bank records information provided by prospective members of this Research Advisory Committee, an external committee set up to review welfare research grant applications, senior welfare research fellowships and research group development grants. The bank includes the curriculum vitae of each member or prospective member, providing details about education, employment, and publications. Only experienced researchers in the social welfare fields are included. The bank is used as a pool of prospective and actual members of the Research Advisory Committee. Invitation to become a member is made by the Minister. ***Class of Individuals:*** General public; prospective members of the Research Advisory Committee. ***Purpose:*** To compile information on prospective members of the committee. ***Consistent Uses:*** The selection of members for the Advisory Committee by the Department. ***Retention and Disposal Standards:*** Records are maintained for two years in an active storage area and three years in a dormant storage area. ***TBS Registration:*** 000049 ***Bank Number:*** HWC PPU 205

Welfare Research Fellowships

Description: This bank was created for the administration of the review of applications for research funds from the National Welfare Grants Program by senior welfare researchers and the administration of funds to those approved. Contents include the curriculum vitae of each applicant, education, employment, publications and the review committee members' comments on the research application. Only experienced researchers in the social welfare field are included. The bank is used by an external committee of social welfare researchers for the assessment of the competence of applicants to carry out their proposal and to assess the quality of the proposal. The names of successful applicants are made public. ***Class of Individuals:*** General public. ***Purpose:*** The information is compiled to permit the Department to pass judgement on the capacity of the applicant to undertake the proposed project. ***Consistent Uses:*** Research applications are assessed by an external research committee. ***Retention and Disposal Standards:*** Applications are maintained three fiscal years for unsuccessful applicants and six fiscal years for successful applicants. ***TBS Registration:*** 000047 ***Bank Number:*** HWC PPU 195

■ Canada Assistance Plan

General Assistance – Approval of Items of Special Need

Description: This bank records requests for federal approval of items of special need for provincial, municipal or territorial social assistance recipients. It includes name, address, provincial file number, the type and cost of the items for which approval is requested. Only recipients of provincial, municipal or territorial social assistance payments with special needs are included. ***Class of Individuals:*** Individuals who are recipients of provincial, municipal or territorial social assistance. ***Purpose:*** The bank is used to approve costs in excess of $5000 under the special needs cost-sharing provisions of the Canada Assistance Plan Act. This information is also required for audit and review purposes. ***Retention and Disposal Standards:*** The retention period is currently being amended to a six year period. Pending approval of the Dominion Archivist, records will be active for two years and dormant four years. ***TBS Registration:*** 000050 ***Bank Number:*** HWC PPU 210

Vocational Rehabilitation of Disabled Persons – Records of Approval – Individual Costs

Description: This bank records requests for federal approval of cost-sharing in goods and services required by disabled persons covered under the Vocational Rehabilitation of Disabled Persons Act. It includes name or provincial file number, description of disability, outline of planned vocational rehabilitation process, and vocational rehabilitation services provided to date, items required, cost and the relation of expenditure to vocational goal and the date of obtention of employment. Only persons who because of physical or mental impairment are incapable of pursuing regularly and substantially gainful occupation and who receive certain vocational rehabilitation services from provinces are included. ***Class of Individuals:*** Individuals who, because of physical or mental impairment, are incapable of regularly pursuing any substantially gainful occupation and who receive certain vocational rehabilitation services from provinces. ***Purpose:*** The bank is used to approve cost-sharing of these provincial expenditures and to monitor program developments. ***Consistent Uses:*** Departmental staff use the information to approve federal cost-sharing in the provision of certain items or services provided by provincial authorities, under the VRDP program and to monitor program developments. ***Retention and Disposal Standards:***

Retention period is currently being amended to a six year period. Pending approval of the Dominion Archivist, records will be active for two years and dormant for four years. ***TBS Registration:*** 000051 ***Bank Number:*** HWC PPU 215

■ Child Care Programs

Child Care Initiatives Fund – Review Committee

The bank records the names of potential Review Committee members. The information relates to the general public. The information is used to compile information on prospective members of the committee. The information is also used by the department to select members of the Review committee. The disposal criteria for this bank are to be established. ***Bank Number:*** HWC PPU 219

Fitness and Amateur Sports Branch

Applications for Approved Research Projects

Description: This bank contains applications/proposals for research projects, project titles, biographical notes/information on the principal researcher and/or co-researcher, the budget, a detailed description of the project and correspondence relating to the application decisions, the approved budget and financial accounting reports. ***Class of Individuals:*** Personal information relates to each principal researcher and co-researcher who applies for consideration in the program. ***Purpose:*** The purpose of this bank is to support the administration of the Research Contribution Program and the financial accounting within Fitness and Amateur Sport. ***Consistent Uses:*** Use of this bank is consistent with the purpose specified in part 5. ***Retention and Disposal Standards:*** Records are retained in accordance with the schedule of general records disposal for central registry files (seven years) and are then destroyed. ***TBS Registration:*** 002737 ***Bank Number:*** HWC PPU 235

Association Staffing

Description: This bank contains candidate applications for employment, curricula vitae, position descriptions, selection profiles, lists of candidates, rating assessments, including evaluation notes from staffing boards, offers of employment and other correspondence concerning staffing. Records in the bank contain a variety of personal information which may include age, sex, social insurance number, education levels, work experience and performance appraisals. It also contains correspondence on the work-related interests of the employee such as abilities, aptitudes, accomplishments and interests. ***Class of Individuals:*** Personal information relates to candidates applying for positions of executive directors, technical directors, coaching and program personnel in national sport and recreation associations. ***Purpose:*** The bank provides a record of information used in staffing positions such as executive directors, technical directors, national coaches and/or other administrative positions within national sport and recreation associations. It is used by Fitness and Amateur Sport officers participating in hiring committees of national sport and recreation associations to determine eligibility of candidates. ***Consistent Uses:*** Use of this bank is consistent with the purpose specified in part 5. ***Retention and Disposal Standards:*** Records are retained in accordance with the schedule of general records disposal for central registry files (five years) and are then destroyed. ***TBS Registration:*** 002735 ***Bank Number:*** HWC PPU 225

Athlete Assistance Program

Description: This bank contains information on federal financial assistance to top Canadian athletes. It includes biographical data, performance results and academic information on each recipient. ***Class of Individuals:*** Personal information related to top Canadian athletes. ***Purpose:*** The purpose of this bank is to maintain an inventory on eligible athletes receiving federal financing. ***Consistent Uses:*** Use of the bank is consistent with the purpose specified in part 5. ***Retention and Disposal Standards:*** Records are retained while recipients are in receipt of financial support, and in accordance with the schedule of general records disposal for Central Registry files – 5 years. ***TBS Registration:*** 002734 ***Bank Number:*** HWC PPU 220

Order of Canada Nominees

Description: This bank contains recommendations and biographical information, as well as related correspondence, on persons recommended as nominees for an Order of Canada Award. ***Class of Individuals:*** Personal information on persons in sport or recreation who are nominated for the Order of Canada Award. ***Purpose:*** The purpose of this bank is to maintain an inventory of recommendations on persons in sport or recreation who may be nominated for an Order of Canada Award. The inventory of unsuccessful candidates is used for reconsideration of Award nominations. ***Consistent Uses:*** Use of this bank is consistent with the purpose specified in part 5. ***Retention and Disposal Standards:*** Records are retained for three years and are then forwarded to the National Archives of Canada. ***TBS Registration:*** 002738 ***Bank Number:*** HWC PPU 240

Personal Service Contracts

Description: This bank contains personal service contracts, invoices and records of payment for individuals under personal service contracts. It also includes job descriptions, as well as contract employee policies ***Class of Individuals:*** Personal information relates to individuals under personal service contract to the Fitness and Amateur Sport Branch. ***Purpose:*** The purpose of this bank is to maintain an inventory of individuals under personal service contract, as well as records of payment. ***Consistent Uses:*** Use of this bank is consistent with the purpose specified in part 5. ***Retention and Disposal Standards:*** Records are retained six years after completion and non-renewal of contract; two years active and four years dormant. The records are then destroyed. ***TBS Registration:*** 002736 ***Bank Number:*** HWC PPU 230

Promotional Opportunities – Break-Free All Stars Tobacco and Amateur Sport

Description: Questionnaire: 3 pages in length, 15 questions – fact based, i.e. (yes/no answers and list examples), no attitude or opinion related questions.

Questionnaire part of National Municipal Survey Report prepared by Sportcom International November 1990. *Class of Individuals:* Directors of Municipal Recreation Facilities. *Purpose:* To source promotional opportunities and events for the Break-Free All Star (Tobacco and Amateur Sport) project. The names and addresses collected will be used as contact persons to facilitate access to promotional mechanisms. *Consistent Uses:* Uses are to source promotional opportunities and events. Promotional opportunities refer to such vehicles as newsletters, publication, and program (e.g. coaching programs, grassroots programs). Events refer to such functions as conferences and competitions. *Retention and Disposal Standards:* Factual. *TBS Registration:* 002758 *Bank Number:* HWC PPU 300

Status of the High Performance Athlete in Canada Study

Description: This bank contains detailed information on the socio-economic and occupational conditions of Canadian high performance athletes. It includes personal information on individual high performance athletes including: biographical data; educational and employment profiles; economic information; training regimens; performance results; and attitudinal information on current issues in high performance sport. *Class of Individuals:* Personal Information related to Canadian High Performance Athletes. *Purpose:* To develop policies and programs which are responsive to the needs of Canadian Athletes and the current realities of international sport. *Consistent Uses:* No disclosure of any personal information from this Bank. *Retention and Disposal Standards:* To be determined. *TBS Registration:* 002955 *Bank Number:* HWC PPU 232

Intergovernmental and International Affairs Branch

WHO Fellowship Program

Description: This bank contains information on only successful applicants for World Health Organization (WHO) fellowships, either Canadian health professionals undertaking short-term studies abroad or foreign health professionals coming to study in Canada. Fields of studies are environmental health, health care systems, or in medical, para-medical or other health related fields. Contents include the curriculum vitae of each professional, educational and employment history, study programs and reports prepared by Canadian fellows. *Class of Individuals:* Successful applicants for the WHO fellowships. *Purpose:* To monitor the progress of each fellow during the course of his or her program and advise WHO on the degree of success achieved by foreign fellows in Canada and to disseminate reports prepared by Canadian fellows to various governmental and non-governmental associations on request. The names of the candidates, the nature and the amount of fellowship may be published. *Consistent Uses:* Information is shared with Canadian or foreign universities, hospitals, professional organizations or health departments. *Retention and Disposal Standards:* Records on Canadian applications are held for four years and then sent to National Archives of Canada, while records on foreign applications are held for three years, and are then destroyed. *TBS Registration:* 002739 *Bank Number:* HWC PPU 245

Communications Branch

The Canada Volunteer Award

Description: This bank was established in 1979 for the administration of the review of nominations for the Canada Volunteer Award. It contains a nomination form and a statement about the volunteer services rendered by, and the education, training, occupation and work experience of, each nominee for this award, together with the names, addresses, telephone numbers and signatures of the sponsors of each nominee. *Class of Individuals:* Only persons nominated for this award are included. *Purpose:* The information is used for the annual conferral of this award and for the preparation of press releases about the recipients. *Consistent Uses:* The forms and statements are used only by the members of the National Selection Committee and the staff of the Awards Secretariat of National Health and Welfare. *Retention and Disposal Standards:* These records are kept for three years for successful candidates and two years for unsuccessful nominees. *TBS Registration:* 002740 *Bank Number:* HWC PPU 250

Policy, Planning and Information Branch

■ Access to Information and Privacy

Request for Information Pursuant to 8(2)(e) of the Privacy Act

Description: This bank records all requests submitted to the Department pursuant to paragraph 8(2)(e) of the Privacy Act by an investigative body specified in the regulations to the Act for the purpose of enforcing any law of Canada or a province or carrying out a lawful investigation, if the request specifies the purpose and describes the information to be disclosed to the investigative body. *Class of Individuals:* The information relates to those individuals who are being investigated by an investigative body specified in the regulations to paragraph 8(2)(e) of the Privacy Act. *Purpose:* This information serves to record such requests and disclosures pursuant to paragraph 8(2)(e) of the Privacy Act. *Retention and Disposal Standards:* Requests submitted to the Department by an investigative body specified in regulations to paragraph 8(2)(e) of the Privacy Act are mandatorily required to be retained pursuant to subsection 8(4) of the Act and are retained for two years as specified in paragraph 7(a) of the Privacy regulations and destroyed at the termination of this period. *TBS Registration:* 002741 *Bank Number:* HWC PPU 255

Requests for Information Submitted by Canadians Under the Provisions of the Access to Information and the Privacy Acts

Description: The bank records information provided by the applicants for information under the control of the Department pursuant to the Access to Information Act and the Privacy Act which meets the definition of Personal information specified in section 3 of the Privacy Act and in accordance with section 10 of the Privacy Act. *Class of Individuals:* The information relates to those individuals who have a right to request information pursuant to section 4 of the Access Act and subsection 12(1) of the Privacy Act. *Purpose:* This information is compiled for the purposes of the administration of the Access to Information Act and the Privacy Act. The information contained in the bank is used or is available for use for the administration of the Access to Information Act and the Privacy Act and is organized to be retrieved by name. *Consistent Uses:* The use is consistent with the purpose specified in part 5. *Retention and Disposal Standards:* The records are retained for two years as specified in the Acts and are destroyed at the termination of this period. *TBS Registration:* 002742 *Bank Number:* HWC PPU 260

Personnel Administration Branch

Complaints

Description: Language complaint files document the nature, extent and scope of the complaints investigated. *Class of Individuals:* Individuals who file complaints with the Commissioner of Official Languages and the Department. *Purpose:* The information in these files is used to investigate conclusions made for the Commissioner of Official Languages in the performance of his or her duties pursuant to the Official Languages Act. *Consistent Uses:* In accordance with the requirements of the Official Languages Act, to reply to the Commissioner on matters which he or she considers to be of significance arising out of the investigations and audits conducted in the performance of his or her statutory mandate. *Retention and Disposal Standards:* The records are retained for two years after the date of the last documentation and are then destroyed. *TBS Registration:* 002744 *Bank Number:* HWC PPU 280

Language Training File

Description: This bank contains personal data, aptitude and placement test results. *Class of Individuals:* Non-public servants who have gone through the language training testing process in anticipation of a non-imperative staffing action. *Purpose:* The bank exists in accordance with Section 5(b) of the Public Service Employment Act to record information relating to the person's knowledge of and ability to learn the second official language prior to language training. *Consistent Uses:* The bank provides information on the person's proficiency in and ability to learn the second official language. *Retention and Disposal Standards:* Records are kept for two years after the date of the last documentation are then destroyed. *TBS Registration:* 002899 *Bank Number:* HWC PPU 275

Personnel Selection Files

Description: This bank contains requests to staff, job descriptions, statements of qualifications, official languages input forms, competition notices, application forms or résumés, selection rating guides, board reports, letters of reference, eligibility lists, all other documents used in establishing candidates' order of merit, and notification of appointment. *Class of Individuals:* Non-public servants who are being considered for appointment to the department. *Purpose:* This bank exists in accordance with section 10 of the Public Service Employment Act to record and provide information related to any process of personnel selection with or without competition. *Consistent Uses:* This bank is used to staff positions and to provide related documentation for PSC Investigations as a result of the selection process. The information on under-represented groups is used for statistical purposes by the Public Service Commission, Treasury Board and the Department. *Retention and Disposal Standards:* Records are retained for two years after the eligibility list expires or two years after it has been used for administrative purposes, and then destroyed. *TBS Registration:* 002743 *Bank Number:* HWC PPU 265

Second Language Evaluation (SLE) Test Requests and Results

Description: This bank contains basic personal information, second language evaluation requests and records of result forms. Individuals completing a Personal Information Request Form are asked to quote their social insurance number. *Class of Individuals:* Non-public servants who have taken the second language evaluation examination. *Purpose:* This bank exists in accordance with Sections 16 and 20(1) of the Public Service Employment Act to record second language evaluation (SLE) scores and language assessment results for the purpose of appointment. *Consistent Uses:* This bank is used to provide information on second language evaluation assessments; to provide information for general personnel management purposes; and to provide information for research and statistical purposes. For research purposes, the information may also be linked to other information banks. The bank is also used to feed the "SLE database" at the Personnel Applications Centre (PAC) SSC. That information is then available on-line and by telephone enquiry. *Retention and Disposal Standards:* Computerized records are retained for two years after they are superseded or become obsolete. Hard copy files are retained for two years. Records are then destroyed. *TBS Registration:* 002898 *Bank Number:* HWC PPU 270

Manuals

Policy, Planning and Information Branch

- Administrative Directives – ATI – HWC 404-11
- Administrative Directives – Privacy – HWC 404-11
- General Guidelines for the Application of Exemptions under ATI
- Interim Departmental Procedures on ATI
- Quick Reference Guide to Exemptions and Exclusions

Health Protection Branch

- Analytical Methods for Pesticide Residues in Foods
- Analytical Methods for the Regulatory Analysis of Foods
- Bacteriology of Tuberculosis
- Canadian Drug Identification Code
- Code of Practice – General Principles of Food Hygiene for Use by the Food Industry in Canada
- Diagnostic Reference Testing of Selected Viruses
- Field Operations Directorate Information Booklet
- Field Operations Directorate Operational Policy Directives

- Food, Drug, Cosmetic and Medical Device Projects to Be Conducted During Program Year
- Guide for the labelling of drugs for veterinary use
- Guide for the Preparation of Plant Master Files and Imported Drug Submissions
- Guidelines for Developing a Pesticide Toxicology DataBase
- Guidelines for Evaluation of Safety and Efficacy of Antimastitis Intramammary Infusion Drugs
- Guidelines for Evaluation of Safety and Efficacy of Teat Dip Formulations
- Guidelines for Infection Control
- Guidelines for the Development of Efficacy Data to Support the Use of Animal Drugs in Feeds
- Guidelines for the nomenclature and classification of externally visible defects in metal containers of canned foods
- Guidelines on nutrition labelling
- Guidelines for developing pesticide residues data in foods as consumed
- General principles for labelling and advertising claims that relate to the nutrition recommendations
- Guidelines for health information programs involving the sale of foods
- Guidelines for incidental additive submissions
- Guidelines for the Preparation of Toxicity and Residue Submissions for the Human Safety of Veterinary Products Intended for Use in Food Producing Animals
- Guide to Immunization for Canadians
- Inspection Procedures for Food Plant Inspectors
- Laboratory Biosafety Guidelines
- Laboratory Guidelines for Serotyping and Biotyping Campylobacters
- Laboratory Methods for the Diagnosis of Legionnaire's Disease
- Laboratory Methods for Neisseria Gonorrhoea
- Laboratory Quality Assurance Standards
- National Enforcement Reports (Prosecutions, Recalls, Imported Products Unacceptable for Sale in Canada, Seizures forfeited)
- Ontario Region – Procedures for Conducting Compliance Activities
- Plasmid Biology and Recombinant DNA Methodology
- Product Recall Procedures
- Protocols for Identification of Neisseria Species
- Radiation Protection Bureau Policy Respecting the Use of Radionuclides in Humans
- Staphylococcal Phage Typing of Staphylococcal Microorganisms
- Viral, Rickettsial, Chlamydial, Mycoplasma Reagents

Medical Services Branch

- Advanced Treatment Centre
- Blood Donor Pack
- Blood Shadow Depot
- Branch Directives
- Casualty Collecting Unit
- Casualty Simulation
- Clinical Guidelines for Medical Services Personnel
- Community Health Nursing (Saskatchewan region)
- Course Manual – Emergency Health/Social Services Planning
- Course Manual – Special Care Facility, Emergency Planning
- Design Guidelines – Part 1, Space and Furnishings
- Drug Distribution Manual
- Emergency Hospital (Operating Manuals)
- Emergency Blood Services
- Emergency Clothing in Operations
- Emergency Feeding Manual
- Emergency Lodging Manual
- Emergency Planning Manual for Special Care Facilities
- Emergency War Surgery (NATO)
- Emergency Welfare Manual
- Environmental Health in Disaster
- 50-60 Bed Emergency Hospital
- Foreign Service Directives
- Guidelines for conducting Post Occupancy Evaluation
- Hospital Disaster Supplies
- Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS)
- Management of Emergency Delivery
- Management of Human Behaviour in Disaster
- Medical Officers' Handbook (Immigration Medical Services)
- Native Alcohol Abuse Program (Manitoba region)
- National Alcohol and Drug Treatment Centres – Design 2 costs guidelines
- Nursing Manual
- Nursing Manual – a reference book for Indian Health Nurses (Atlantic, Manitoba, and Saskatchewan regions)
- Organisation Chart Manual
- Patient Care in Flight
- Physicians' Guide
- Physicians' Guide, Medical Examinations
- Program Guidelines
- Public Service Health Manual for Environmental Health Officers
- Regional Interim Directives Manual (Manitoba region)
- Regulatory and Quarantine
- Resources Catalogue (Quebec region)
- Sanitation and Environmental Health Manual for CHR's
- School Health Curriculum
- Secretarial Manual
- South Zone Field Administrative Manual (Manitoba Region)
- Standard NATO Number Catalogue
- The Welfare Centre Kit in Operations
- Tuberculosis Manual

Health Services and Promotion Branch

- Career Awards Guide
- Health Promotion Contributions Program Guide for Applicants
- National Health Research and Development Program Projects Guide
- National Health Research and Development Program Career Awards Guide
- National Health Research and Development Program Training Awards Guide
- Reference Guide of Funding Sources for Health Research in Canada
- Terms and Conditions for Grants to National Voluntary Health and Social Service Organizations
- Training Awards Guide

Income Security Programs Branch
- Branch Administrative Directive on Privacy
- Canada Pension Plan Appeals Manual
- Canada Pension Plan Benefit Administration Manual
- Canada Pension Plan Benefit Procedures Manual (Systems)
- Canada Pension Plan Claims and Benefits Procedures, Volumes 1-3
- Canada Pension Plan Record of Earnings and Contributions Data Handbook
- Canada Pension Plan Record of Earnings Procedures Manual
- Canada Pension Plan Teleprocessing User Operating Procedures Manual (Systems)
- Canada Pension Plan Trusteeship Manual
- Client Service Centre Manual
- Family Allowances Operations Manual
- Family Allowance Policy Manual
- Family Allowances Procedures Manual (Systems)
- International Operations Client Service Centre Manual
- International Operations Procedures Manual
- International Operations Procedures Manual (Systems)
- Old Age Security, Canada Pension Plan and Family Allowances Operational Bulletins
- Old Age Security Policy Manual
- Old Age Security Procedures Manuals(Systems)
- Policy, Liaison and Development Manual
- Proof of Age Manual
- Renewal Guaranteed Income Supplement and Spouse's Allowance Operational Guidelines
- Widowed Spouse Allowance Operations

Social Services Programs Branch
- Canada Assistance Plan Policy Manual
- Child Care Initiatives Fund – Guidelines for Applicants
- Family Violence Initiative Fact Sheet on Health and Welfare's Role
- Family Violence in Canada: A Call to Action
- Financial Management Guide
- Guide to Federal Services for Senior Citizens
- Guidelines on Assistance under CAP
- Guidelines on Cost-Sharing under CAP as Modified by Extended Health Care Services under EPF
- Guidelines on Work Activity Project Submissions under Part III of CAP
- Guidelines on Likelihood of Need under CAP
- Guidelines Relating to Cost-Sharing under the Vocational Rehabilitation of Disabled Persons Act
- National Welfare Grants Overview
- New Horizons Program Policy and Procedures Manual
- Notes on Homes for Special Care under CAP
- Notes on Welfare Services under CAP
- Seniors Independence Program Guide for Applicants

Fitness and Amateur Sport Branch
- A Guide to Fitness Canada Contributions Program
- Applied Sport Research Program: Policy and Guidelines
- Athlete Assistance Program: Policy and Guidelines
- Canada Fitness Award: Information
- Canada Games Handbook: An Outline of Policies and Organizational Procedures
- Drug Use and Doping Control in Sport: A Sport Canada Policy
- Fair Play: Integrity, Fairness and Respect
- Fitness and Amateur Sport – Annual Report
- Fitness Canada: Program Planning and Proposal Writing
- Fitness... the Future: Canadian Summit on Fitness (June 1989, Ottawa)
- Guidelines for the Training and Recognition of Fitness Leaders in Canada
- High Performance Sport Centres
- Human Resource Management: Staffing and Performance Appraisal – Policy and Guidelines
- Physical Activity for Canadians with Disability: Blueprint for Action
- Sport Canada: Core Support Program
- Sport Canada: Hosting Policy
- Sport Canada: Human Resource Management and National Coaches – Staffing, Performance Appraisal: Policies and Guidelines
- Sport Canada Policy on Women in Sport
- Sport Science Support Program: Policy and Guideline
- Task Force on National Sport Policy Report – Toward 2000: Building Canada's Sport System

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Enquiries concerning the various programs and activities of the Department, as well as Program Records and Personal Information Banks, should be addressed to the appropriate responsibility centres, as follows:

Medical Services Branch

Branch Secretariat

Administrative Officer
Medical Services Branch Secretariat
Health and Welfare Canada
Room 1056, Jeanne Mance Building
Tunney's Pasture
Ottawa, Ontario
K1A 0L3

Indian and Northern Health Services

Yukon Region
Medical Services Branch
Health and Welfare Canada
Yukon Manor, No. 2 Hospital Road
Whitehorse, Yukon Territory
Y1A 3H8

Pacific Region
Medical Services Branch
Health and Welfare Canada
Suite 540
Federal Buildings
757 West Hastings Street,
Vancouver, British Columbia
V6C 1A1

Alberta Region
Medical Services Branch
Health and Welfare Canada
Suite 730, Canada Place
9700 Jasper Avenue
Edmonton, Alberta
T5J 4C3

Saskatchewan Region
Medical Services Branch
Health and Welfare Canada
1911 Broad Street
Regina, Saskatchewan
S4P 1Y1

Manitoba Region
Medical Services Branch
Health and Welfare Canada
Room 500, 303 Main Street
Winnipeg, Manitoba
R3C 0H4

Quebec Region
Medical Services Branch
Health and Welfare Canada
Suite 202, 2nd Floor
East Tower
Place Guy Favreau
200 René-Lévesque Blvd. West
Montreal, Quebec
H2Z 1X4

Atlantic Region
Medical Services Branch
Health and Welfare Canada
Suite 301, Parklane Terrace
5657 Spring Garden Road
Halifax, Nova Scotia
B3J 1V6

Ontario Region
Medical Services Branch
Health and Welfare Canada
3rd Floor, 1547 Merivale Road
Nepean, Ontario
K1A 0L3

Health Protection Branch

Environmental Health Centre

Chief, Biostatistics and Computer Applications Division
Environmental Health Directorate
Environmental Health Centre
Health Protection Branch
De la Colombine Blvd., Tunney's Pasture
Ottawa, Ontario
K1A 0L2

Food Directorate

Chief, Food Regulatory
International & Inter-agency Affairs Division
Food Directorate HPB
Health & Welfare Canada
Ottawa, Ontario
K1A 0L2

Bureau of Dangerous Drugs

Assistant Director
Bureau of Dangerous Drugs
Room 306, Jackson Building
122 Bank Street
Ottawa, Ontario
K1A 1B9

Field Operations

Director, Bureau of Systems & Directorate Planning
Field Operations Directorate
Health Protection Branch
Tunney's Pasture
Ottawa, Ontario
K1A 0L2

Administration

(Service Contracts)
Director, Central Services
Health Protection Branch
National Health and Welfare
Health Protection Building
Tunney's Pasture
Ottawa, Ontario
K1A 0L2

Disease Control

Chief, Disease Surveillance and Risk Assessment
Laboratory Centre for Disease Control
Health Protection Branch
National Health and Welfare
Ottawa, Ontario
K1A 0L2

Radiation Protection

Director, Bureau of Radiation and Medical Devices
Brookfield Road, Confederation Heights
Ottawa, Ontario
K1A 1C1

Health Services and Promotion Branch

(Including information on the Health Research Programs)

Director
Management Services Directorate
Health Services and Promotion Branch
Health and Welfare Canada
Ottawa, Ontario
K1A 1B4

Income Security Programs Branch

Family Allowances and Old Age Security

Any enquiries regarding the Family Allowances and Old Age Security personal information banks can be made to the Regional Director, Income Security Programs, in the province of residence, at the following addresses:

Newfoundland
310 Pleasantville, P.O. Box 9430
St. John's, Newfoundland
A1A 2Y5
(709) 772-4560

Prince Edward Island
P.O. Box 1238
Charlottetown, Prince Edward Island
C1A 7M9
(902) 566-7860

Nova Scotia
P.O. Box 1687, Postal Station M
Halifax, Nova Scotia
B3J 3J4
(902) 426-2342

New Brunswick
633 Queen Street
P.O. Box 250
Fredericton, New Brunswick
E3B 4Z6
(506) 452-3306

Quebec
330 rue de la Gare du Palais
Quebec, Quebec
G1K 7L5
(418) 691-2940

Western Ontario
65 William Street South
P.O. Box 2020
Chatham, Ontario
N7M 6B2
(519) 436-3100

Mid-Ontario
200 Town Centre Court, 11th Floor
Scarborough, Ontario
M1P 4X8
(416) 973-4181

Northern Ontario
70 Cedar Street South
P.O. Box 2013
Timmins, Ontario
P4N 8C8
(705) 267-8560

Manitoba
Room 506
330 Graham Avenue, Eaton Place
Winnipeg, Manitoba
R3C 4C8
(204) 983-2310

Saskatchewan
Dominion Government Building
1975 Scarth Street
Regina, Saskatchewan
S4P 3K4
(306) 780-5654

Alberta, Northwest Territories and the Yukon
Suite 710, Canada Place, 9700 Jasper Avenue
Edmonton, Alberta
T5J 4C2
(403) 495-2740

British Columbia
Suite 436
1230 Government Street
Federal Building
Victoria, British Columbia
V8W 2P1
(604) 388-3287

Appeals under the Family Allowances and the Old Age Security Acts

Individuals who have appealed a decision not to grant a benefit under the Family Allowances Act or the Old Age Security Act and wish to obtain access to their file should quote the appropriate personal information bank number and address their request to:

Director
Appeals and Ministerial Enquiries Division
Income Security Programs
Place Vanier, Tower B
355 River Road, 5th Floor
Ottawa, Ontario
K1A 0L1

Canada Pension Plan

Requests for access to information contained in Canada Pension Plan personal information banks should be addressed to the Regional Director in the province of residence except for requests which fall in the categories listed below:

(a) Individuals who have applied for the Division of Pensionable Earnings under the Canada Pension Plan and individuals who have contributed to both the Canada Pension Plan and Quebec Pension Plan should address their requests for access to:

Director
National Operations
Canada Pension Plan
Tower A, Place Vanier
333 River Road
Ottawa, Ontario
K1A 0L1

(b) Individuals who have applied for a Canada Pension Plan Disability Pension and wish to obtain access to their medical or benefit file should quote the appropriate personal information bank number and address their request to:

Director
Disability Division
Canada Pension Plan
Tower A, Place Vanier, 333 River Road
Ottawa, Ontario
K1A 0L1

(c) Individuals who have appealed a decision not to grant a benefit under the Canada Pension Plan and wish to obtain access to their file should quote the appropriate personal information bank number and address their request to:

Director, Appeals and Ministerial Enquiries Division
Income Security Programs
Place Vanier, Tower B, 355 River Road, 5th Floor
Ottawa, Ontario
K1A 0L1

International Social Security

Requests for access to information contained in the International Social Security, Domestic and Foreign Benefits personal information banks should be addressed to:

Director
International Operations
Income Security Programs
Tower A, Place Vanier, 10th Floor
333 River Road
Ottawa, Ontario
K1A 0L1

For general information only:
c/o Office of the Director, Appeals
Income Security Programs Branch
Place Vanier, Tower B
355 River Road, 5th Floor
Ottawa, Ontario
K1A 0L1

(613) 954-4935

Social Service Programs Branch

(Including information on the National Welfare Fellowships)

Management Services Division
Social Service Programs Branch
Room 302, Brooke Claxton Building
Tunney's Pasture
Ottawa, Ontario
K1A 1B5

Fitness and Amateur Sport Branch

Fitness and Amateur Sport Branch
Department of National Health and Welfare
10th Floor, Journal Towers South
365 Laurier Avenue West
Ottawa, Ontario
K1A 0X6

Intergovernmental and International Affairs Branch

(Including information on the WHO Fellowship Program)

Director
International Information and Planning
Intergovernmental and International Affairs Branch
National Health and Welfare
Room 994, Jeanne Mance Building
Tunney's Pasture
Ottawa, Ontario
K1A 0K9

Personnel Administration Branch

Personnel Administration Branch
Room 259, Jeanne Mance Building
Tunney's Pasture
Ottawa, Ontario
K1A 0K9

Communications Branch

General Information

General departmental and branch information is provided by the Communications Branch in Ottawa. Contact may be made in person, by telephone or by writing to the Communications Branch, Department of National Health and Welfare at:

Jeanne Mance Building, 19th Floor
Tunney's Pasture
Ottawa, Ontario
K1A 0K9
(613) 957-2991

The Communications Branch publishes a Directory of Publications, available from headquarters. The Directory is also available in school libraries.

Reading Room

In accordance with the Access to Information Act, the departmental libraries have been designated as public reading rooms. They are located at Tunney's Pasture, Ottawa.

Corporate Library Services
Brooke Claxton Building, 2nd Floor
(613) 957-1546

The Banting Research Centre Library
Health Protection Branch
Sir Frederick G. Banting Research Centre
(613) 957-1028

The Laboratory Centre for Disease Control Library
Health Protection Branch
Laboratory Centre for Disease Control Building
(613) 957-1362

The Environmental Health Library
Health Protection Branch
Environmental Health Centre
(613) 957-1725

Immigration and Refugee Board

Chapter 55

General Information

Background

The Board is an independent administrative tribunal created by a series of amendments to the Immigration Act, 1976. It consists of two divisions: The Convention Refugee Determination Division (CRDD), which deals exclusively with refugee claims, and the Immigration Appeal Division (IAD), which hears appeals relating to removal orders and to refusals of applications for landing from sponsored "family class" members.

Responsibilities

The two divisions of the IRB are independent of each other in their decision-making, but they are affiliated administratively. Between them, the two divisions thus take on all the functions of the former Refugee Status Advisory Committee and Immigration Appeal Board.

Legislation

- Immigration Act, R.S.C. 1985 (4th Supp.), c. 28
- Convention Refugee Determination Division Rules, SOR/89-103
- Immigration Appeal Division Rules, SOR/90-738
- Immigration Regulations, 1978

Organization

The Chairman is chief executive officer of the Board. One member from the Refugee Division and another from the Appeal Division are designated as Deputy Chairmen. Assistant Deputy Chairmen head both divisions of the IRB in its regional centres. Members are appointed to cover all major centres across Canada as required by workflows. CRDD members are ex-officio members of the IAD, but the reverse is not the case.

■ The Immigration Appeal Division (IAD)

The former Immigration Appeal Board had a dual responsibility for immigration appeals and refugee redetermination. The new Board's Appeal Division is a court of record which has jurisdiction to deal with immigration appeals only.

■ The Convention Refugee Determination Division (CRDD)

Refugee determination in Canada was formerly a prerogative of the Minister of Employment and Immigration, acting upon the advice of an advisory body, the Refugee Status Advisory Committee (RSAC). Under the amended Immigration Act, the RSAC has ceased to exist and the Refugee Division of the IRB, which is an independent quasi-judicial body, assumes responsibility for adjudicating refugee claims in Canada. The Backlog Subdivision is a special group within the CRDD dedicated to determining claims of people who had claimed refugee status in Canada before January 1, 1989.

■ Operations

The support organization for Board operations is highly decentralized. While a Director General, Operations, Policy and Planning at IRB headquarters provides overall supervision of administrative support to both the Appeal and Refugee Divisions, each regional operation is headed by a regional director, who has direct responsibility for all facets of the administrative support provided by that region.

■ Documentation, Research and Information

The Immigration and Refugee Board Documentation Centre supplies the information needs of both the Immigration Appeal Division and the Convention Refugee Determination Division, and serves as a public affairs and education resource in refugee and migration matters. The Documentation Centre also assists IRB spokespersons in promoting knowledge of the functions and responsibilities of the Board and actively develops and implements training programs. Its resources are open and accessible to the public.

■ Legal Services

The Legal Services Unit compiles and maintains an index of the Board's jurisprudence for the use of the members and staff of the Board and the general public. The index contains case law from the Federal Court and the Supreme Court of Canada. The unit provides advice or opinion in matters of procedure, substantive issues of law, or the interpretation of legislative provisions. Legal Services files and serves Notices of Intention to participate in the argument of appeals and applications before the Federal Court, as amicus curiae in appropriate cases.

■ Information Systems Directorate

Responsible for Information Resource Management to support the operational and administrative programs of the Immigration and Refugee Board to meet its National and International objectives. The Directorate is accountable for the design, development, implementation and maintenance of information systems; and the procurement of all computer hardware, software and data communications. It supports the technical infrastructure in six regional offices and Headquarters. The coordination, formulation and implementation of Information resource Management policies, procedures, strategies and Information Management Plans are also an important component of its mandate.

■ Finance, Personnel and Administration

This branch consists of three major components.

Financial Section: Responsible for the application of financial policies, systems and procedures in accordance with government acts, regulations and central agency directives. This section provides training and information to management, members and support staff at head office and regional offices.

Personnel Section: Ensures that the IRB is appropriately staffed with qualified people and that problems associated with remuneration and staff relations are managed efficiently and fairly.

Administration Section: Provides all elements of administrative services and is responsible for the adherence to and/or development of policies, procedures and systems in accordance with central agency directives and Board policy. The section also provides training and advice and guidance to management, members and staff of the IRB.

Information Holdings

Program Records

Appeals Process

Description: Information on the conduct of hearings into appeals and related matters before the former Immigration Appeal Board or the Appeal Division of the IRB. ***Topics:*** Practices and procedures for court administration; practices and procedures for court reporters and interpreters; practices and procedures related to preparing cases for hearings; judgments and orders; detained persons; reasons; and transcripts. ***Access:*** Records arranged in alphabetical order. ***Program Record Number:*** IRB OPS 025

Convention Refugee Claims (CRDD)

Description: The record of claims to Convention refugee status made before the Board's Convention Refugee Determination Division. ***Topics:*** Information, evidence, exhibits, arguments and submissions upon which the Board makes its decisions; system for scheduling and tracking cases and reporting statistics. ***Access:*** Records arranged by individual. ***Program Record Number:*** IRB OPS 015

CRDD Reasons for Decisions

Description: Selected reasons from the Convention Refugee Determination Division (CRDD) of the IRB. ***Topics:*** CRDD decisions, reasons, abstracts. ***Access:*** Records arranged in numeric order. ***Program Record Number:*** IRB DOC 060

Immigration and Refugee Board Index

Description: Information on the jurisprudence of the Board. ***Topics:*** Precedents and significant decisions of Immigration Appeal Board, Immigration Appeal Division and Convention Refugee Determination Division of the IRB, Federal Court, Supreme Court. ***Program Record Number:*** IRB LEG 040

Immigration Appeal Board Case Files

Description: The record of appeals and applications for refugee status redetermination made before January 1, 1989, to the former Immigration Appeal Board. ***Topics:*** Information, evidence, exhibits, arguments and submissions upon which the Board makes its decisions. ***Access:*** Records arranged by individual. ***Program Record Number:*** IRB OPS 005

Immigration Appeals (IAD)

Description: The record of all appeals made to the Board's Immigration Appeal Division. ***Topics:*** Information, evidence, exhibits, arguments and submissions used by the Board to make decisions; system for scheduling and tracking cases and reporting statistics. ***Access:*** Records arranged by individual. ***Program Record Number:*** IRB OPS 010

Interpreter Data

Description: Records of interpreters who may be hired by the Immigration and Refugee Board to assist in hearings before the Convention Refugee Determination Division and the Immigration Appeal Division. ***Topics:*** Personal Information needed for the purposes of hiring interpreters. ***Access:*** Records arranged by name of individual interpreter. ***Program Record Number:*** IRB OPS 110

Judicial Information

Description: Information on the application of related legislation, interpretations and decisions of other courts, legal processes and rules of procedure. ***Topics:*** Acts; orders and regulations; enquiry proceedings; administrative law organizations; interpretations and decisions of the Federal and the Supreme Court. ***Program Record Number:*** IRB LEG 045

Legal – Precedent Book

Description: Free form text on decisions that have precedence value regarding admissibility or non-admissibility of refugees. ***Topics:*** Refugee Jurisprudence. ***Access:*** Records arranged in alpha-numeric order. ***Program Record Number:*** IRB INF 105

Public Affairs Information

Description: Information given on the functions and responsibilities of the IRB, refugee questions and migration matters. ***Topics:*** Press releases; videotapes; brochures; annual reports and speeches. ***Access:*** Records arranged in alphabetical order. ***Program Record Number:*** IRB DOC 055

Refugee Determination Process

Description: Information on the refugee determination process that is carried out before the Convention Refugee Determination Division of the IRB. ***Topics:*** Practices and procedures for hearing room administration; practices and procedures for interpreters and refugee hearing officers; practices and procedures related to preparing cases for hearings; orders, decisions and reasons; detained persons; and transcripts. ***Access:*** Records arranged by subject. ***Program Record Number:*** IRB OPS 020

Refugee Operations – Initial Hearings

Description: Information is recorded on hearing schedules, claimants and assigned Member. Insert description here. *Topics:* Refugee personal data, Country data and Results. *Access:* Records arranged in alpha-numeric order. *Program Record Number:* IRB INF 085

Refugee Operations – Member Tracking

Description: A calender of members' appointments and the progress of assigned reasons. *Topics:* Status of reasons. *Access:* Records arranged in alpha-numeric order. *Program Record Number:* IRB INF 075

Refugee Operations – Schedules

Description: Links many variables including availability of facilities, counsel, interpreters, calendar errata and members assigned. *Topics:* Hearing Schedules and Status. *Access:* Records arranged in alpha-numeric order. *Program Record Number:* IRB INF 070

Refugee Operations – Statistics

Description: Numbers of hearings scheduled and completed, duration, continuations, adjournments, decisions, and participants. *Topics:* Country, Status, Workload, Reasons. *Access:* Records arranged in alpha-numeric order. *Program Record Number:* IRB INF 080

Refugee Operations – System to Track Appellants and Refugees

Description: Information is tracked on the applications of refugees and appellants for admissibility as a refugee to obtain landed immigrant status. Administrative data is also recorded on the case. *Topics:* Refugee and appellant information, record data. *Access:* Records arranged in alpha-numeric order. *Program Record Number:* IRB INF 065

Research Information

Description: Canadian-produced information on the human rights conditions in the country of origin of refugee claimants to Canada. *Topics:* Country profiles, Question and Answer series; issue papers, information requests; selected CRDD decisions database; and bibliographic database of Documentation Centre holdings. *Access:* Records arranged in alphabetical and numeric order. *Program Record Number:* IRB DOC 050

Research – Refugee Bibliographies

Description: A computerized record of documents with refugee research value. *Topics:* Author, Date, Abstracts, Location, Publisher, Dates, Edition. *Access:* Records arranged by alphabetic and numeric order. *Program Record Number:* IRB INF 090

Research – Refugee Decisions

Description: An index of full text and abstracts of representative decisions and reasons on refugee applicants. *Topics:* Core decisions on Country of Origin, Legal principles and reasoning, procedural elements. Overviews of the law, Cross references. *Access:* Records arranged in alpha-numeric order. *Program Record Number:* IRB INF 100

Research – Refugee Information

Description: Bilingual free form information required for the Convention refugee determination process. The International Thesaurus of Refugee Terminology is the standard for data capture and retrieval. Insert description here. *Topics:* International refugee and Human Rights information. *Access:* Records arranged in alphabetic order. *Program Record Number:* IRB INF 095

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting
Administration
Administrative and Management Services
Audits
Budgets
Buildings and Properties
Buildings
Classification of Positions
Employment and Staffing
Equipment and Supplies
Finance
Human Resources
Office Appliances
Official Languages
Pensions and Insurance
Personnel
Procurement
Salaries and Wages
Staff Relations
Training and Development

Personal Information Banks

Convention Refugee Division Records

Description: The records contain all the documentation related to the processing of any action before the Convention Refugee Determination Division of the Immigration and Refugee Board, including all of the papers, submissions, evidence and exhibits provided by the parties to the action before, during and after the hearing. Decisions of the Division, reasons for decisions, notices of any proceeding before a higher court and decisions of higher courts also form part of the record. *Class of Individuals:* Persons whose claim to Convention Refugee status has been referred to the Convention Refugee Determination Division. *Purpose:* This bank records the proceedings before the Convention Refugee Determination Division of the Immigration and Refugee Board. *Consistent Uses:* Information is used to schedule and track cases before the CRDD, and to report statistics on cases being processed by the CRDD. Information is received from Employment and Immigration Canada to be used in the Convention Refugee Determination Division proceedings. ***Retention and Disposal Standards:*** The case file is maintained in the regional office where the case is heard for six months after the final action is taken; it is then transferred to the National Archives of Canada, where it is retained for a further twenty years. ***TBS Registration:*** 002342 ***Bank Number:*** IRB PPU 115

CRDD Reasons for Decisions

Description: The records contain selected reasons for decisions from the Convention Refugee Determination Division (CRDD) of the IRB. ***Class of Individuals:*** Persons whose claim to Convention Refugee status has been referred to the Convention Refugee Determination Division. ***Purpose:*** To provide precedent cases from the Convention Refugee Determination Division of the IRB. ***Consistent Uses:*** Tracking precedent cases from the CRDD available through IRB Regional Documentation Centres. Abstracts are prepared by the Refugee Law Research Unit, Osgoode Hall, on contract for the IRB on selected reasons for decisions which are provided to them. ***Retention and Disposal Standards:*** The CRDD reasons for decisions are maintained in the Documentation Centre, Headquarters, for three years after the decision date, then referred to the National Archives of Canada, to be retained for a further twenty years. ***TBS Registration:*** 002786 ***Bank Number:*** IRB PPU 120

Immigration Appeal Board Records

Description: The records contain all the documentation related to the processing of any action before the former Immigration Appeal Board, including all the papers, submissions, evidence and exhibits provided by the parties to the action before, during and after the hearing. Decisions of the Board, the reasons for the decisions, notices of any proceeding before a higher court and decisions of higher courts also form part of the record. ***Class of Individuals:*** Permanent residents of Canada, Convention Refugees or persons lawfully in possession of a valid returning resident permit, who have been ordered deported; persons holding a valid visa who are refused entry into Canada; Canadian citizens and permanent residents who have sponsored an application for permanent residence in Canada of a relative, after that application is refused; persons who filed applications for redetermination to the former Immigration Appeal Board. ***Purpose:*** This bank records the proceedings before the former Immigration Appeal Board of Canada. ***Consistent Uses:*** Information from Employment and Immigration Canada (EIC) is used in the Immigration Appeal Board proceedings. ***Retention and Disposal Standards:*** The case file is maintained in the regional office where the case is heard for six months after the final action is taken; it is then transferred to the National Archives of Canada, where it is retained for a further twenty years. ***TBS Registration:*** 002340 ***Bank Number:*** IRB PPU 105

Immigration Appeal Division Records

Description: The records contain all the documentation related to the processing of any action before the Immigration Appeal Division of the Immigration and Refugee Board, including all the papers, submissions, evidence and exhibits provided by the parties to the action before, during and after the hearing. Decisions of the Board, the reasons for the decisions, notices of any proceeding before a higher court and decisions of higher courts also form part of the record. ***Class of Individuals:*** Permanent residents of Canada, Convention Refugees or persons lawfully in possession of a valid returning resident permit, who have been ordered deported; persons holding a valid visa who are refused entry into Canada; Canadian citizens and permanent residents who have sponsored an application for permanent residence in Canada of a relative, after that application is refused. ***Purpose:*** This bank records the proceedings before the Immigration Appeal Division of the Immigration and Refugee Board of Canada. ***Consistent Uses:*** Information is used to schedule and track cases before the IAD, and to report statistics on cases being processed by the IAD. Information from EIC is used in the Immigration Appeal Division proceedings. ***Retention and Disposal Standards:*** The case file is maintained in the regional office where the case is heard for six months after the final action is taken; it is then transferred to the National Archives of Canada, where it is retained for a further twenty years. ***TBS Registration:*** 002341 ***Bank Number:*** IRB PPU 110

Interpreter Data

Description: The records contain all the documentation related to interpreters who may be hired by the Immigration and Refugee Board to assist in hearings before the Convention Refugee Determination Division and the Immigration Appeal Division. The records include personal employment background information and may include the results of the Board's language test for interpreters. ***Class of Individuals:*** Persons who may be hired to provide interpreter services to the Immigration and Refugee Board. ***Purpose:*** This bank records personal information needed for the purposes of hiring interpreters. ***Consistent Uses:*** Information is used to maintain records of interpreters who may be hired to provide interpreter services to the Board. ***Retention and Disposal Standards:*** Interpreter files are maintained in the regional offices where interpreters have submitted documentation for a minimum of two years after the last administrative action. ***TBS Registration:*** 002952 ***Bank Number:*** IRB PPU 125

Manuals

- Briefing Book for Members
- CRDD Member's Handbook
- Finance and Administration Manual
- IRB Procedures: Case Processing Manuals
- Personnel Manual

- Procedures Manual for Refugee Hearing Officers
- "STAR" (System for Tracking Appeals and Refugees) User Manual
- RHO Training Manual
- Quick Reference Book for RHOs
- Backlog Subdivision Procedures
- Operational Policies
- Information Management Plan
- Information Resource Management

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Immigration and Refugee Board, its programs and functions, may be directed to:

Director, Documentation Centre
Immigration and Refugee Board
2nd Floor, 240 Bank Street
Ottawa, Ontario
K1A 0K1

(613) 996-5364

Reading Room

The Board's Documentation Centres have been designated under the Access to Information Act as public reading rooms. Their addresses are:

Headquarters

240 Bank Street
Ottawa, Ontario
K1A 0K1

Quebec

1st Floor, East Tower
Guy Favreau Complex
200 René Lévesque Boulevard West
Montreal, Quebec
H2Z 1X4

Ontario

5th Floor, 1 Front Street West
Toronto, Ontario
M5J 1A5
7th floor, 70 University Avenue

Toronto, Ontario
M5J 2M5

Manitoba

3rd Floor, 185 Carlton Street
Winnipeg, Manitoba
R3C 3J1

British Columbia

800 Burrard Street, Suite 1600
Vancouver, British Columbia
V6Z 2J9

Alberta

9th Floor, Natural Resources Building
205 – 9th Avenue S.E.
Calgary, Alberta
T2G 0R3

Indian and Northern Affairs Canada

Chapter 56

General Information

Background

The department was established under section 15 of the Government Organization Act, 1966, now the Department of Indian Affairs and Northern Development Act (RSC 1985 c. I-6, as amended). The Department is, in effect, an amalgamation of the responsibilities of the then Department of Northern Affairs and Natural Resources, and the then Department of Citizenship and Immigration pertaining to Indian people in Canada.

Responsibilities

The federal government's legislative responsibilities for Indian and Inuit derive from section 91 (24) of the Constitution Act (1867) which gives the federal government the exclusive authority to pass laws relating to "Indians, and lands reserved for Indians". On the basis of this authority, the Indian Act, which remains the major expression of federal jurisdiction in this area, was passed and a series of treaties was concluded between Canada and various Indian bands across the country. Federal jurisdiction for Indian people under the B.N.A. Act was subsequently (in 1939) interpreted by the courts to apply to Inuit as well.

Within this legislative framework, the Department has a number of interlocking responsibilities and objectives: to initiate, encourage and support measures that will respond to the needs and aspirations of Indian people and Inuit, and that will improve their social, cultural and economic well-being; to encourage the orderly economic and political development of the Northwest and Yukon Territories, and to coordinate all federal activities in the two territories; to ensure that lawful obligations to Indian people are met and to settle native claims relating to traditional native use and occupancy of land in those areas of Canada where this traditional use has not been extinguished by treaty or superseded by law. Increasingly, though, the Department is devolving its powers and responsibilities to the native peoples and territorial governments directly concerned.

Legislation

- Alberta Natural Resources Act
- Arctic Waters Pollution Prevention Act, R.S.C. 1985, c. A-12
- British Columbia Indian Cut-Off Lands Settlement Act
- British Columbia Indian Reserves Mineral Resources Act
- Canada Lands Surveys Act, R.S.C. 1985, c. L-6
- Canada Petroleum Resources Act
- Caughnawaga Indian Reserve Act
- Condominium Ordinance Validation Act
- Cree-Naskapi (of Quebec) Act
- Department of Indian Affairs and Northern Development Act, R.S.C. 1985, c. I-6
- Dominion Water Power Act, R.S.C. 1985, c. W-4
- Fort Nelson Indian Reserve Minerals Revenue Sharing Act
- Grassy Narrows and Islington Indian Band Mercury Pollution Claims Settlement Act
- Indian Act, R.S.C. 1985, c. I-5
- Indian Lands Agreement (1986)
- Indian Lands, Settlement of Differences Act
- Indian Oil and Gas Act, R.S.C. 1985, C. I-7
- Indian (Soldier Settlement) Act
- James Bay and Northern Quebec Native Claims Settlement Act
- Land Titles Act, R.S.C. 1985, c. L-5
- Manitoba Natural Resources Act
- Manitoba Supplementary Provisions Act
- Natural Resources Transfer (School Lands) Amendment Act
- New Brunswick Indian Reserves Agreement Act
- Newfoundland National Park Act
- Northern Canada Power Commission (Share Issuance and Sale Authorization) Act, R.S.C. 1985, c. N-24
- Northern Canada Power Commission Yukon Assets Disposal Authorization Act
- Northern Inland Waters Act, R.S.C. 1985, c. N-25
- Northwest Territories Act, R.S.C. 1985, c. N-27
- Nova Scotia Indian Reserves Agreement Act
- Oil and Gas Production and Conservation Act, R.S.C. 1985, c. O-7
- Public Lands Grants Act, R.S.C. 1985, c. P-30
- Railway Belt Act
- Railway Belt and Peace River Block Act
- Railway Belt Water Act
- St. Peter's Indian Reserve Act
- St. Regis Indian Reservation Act
- Saskatchewan and Alberta Roads Act
- Saskatchewan Natural Resources Act
- Sechelt Indian Band Self-Government Act
- Songhees Indian Reserve Act
- Territorial Lands Act, R.S.C. 1985, c. T-7
- Waterton Glacier International Peace Park Act
- Western Arctic (Inuvialuit) Claims Settlement Act
- Yukon Act, R.S.C. 1985, c. Y-2
- Yukon Placer Mining Act, R.S.C. 1985, c. Y-3
- Yukon Quartz Mining Act, R.S.C. 1985, c. Y-4

Organization

■ Self-Government Sector

The objective of the Self-Government Sector is to implement the Government's intentions to alter fundamentally the relationship between the native people and the government of Canada through community-specific self-government models which recognize the cultural, organizational and regional difference among native people.

The Sector provides a focus for development of constitutional proposals, new legislation, legislative amendments and policy adjustments required for self-government. It investigates, researches and consults on major government initiatives to restructure the administrative contact between Indian communities and the government of Canada. It provides advice and functional direction on matters relating to federal-provincial relations and legislation.

The Sector is divided into two main branches and a policy directorate. The branches are: Community Negotiations and Implementation; Constitution, Legislation and Federal-Provincial Relations.

Community Negotiations and Implementation Branch: Is the focal point for negotiations between Indian communities and the federal government leading to legislatively-based self-government arrangements which go beyond the Indian Act. These negotiations are tailored to the diverse needs and traditions of Indian people and are conducted in response to community initiatives. The branch manages the implementation of self-government arrangements. It is responsible for developing, negotiating and administering financial transfer arrangements with Indian and Inuit communities who have self-government agreements and manages the on-going operational relationships between the department and self-governing communities ensuring that government commitments are honoured.

Constitution, Legislation and Federal-Provincial Relations Branch: Responsible for providing support respecting constitutional issues and international activities relating to aboriginal peoples, including consideration of human rights issues. It provides a centralized source of information on federal-provincial matters and provides support to tripartite discussions or negotiations involving the department, provinces and First Nations. It is also responsible for the department's legislative priorities established by the Minister.

Policy Directorate: Provides policy support to self-government negotiations.

■ Economic Development Sector

The mandate of the Sector is to support Indians, Inuit and Innu an their communities to achieve economic growth and self-reliance.

The activities of the Economic Development Sector are directed towards improving access to private capital and other federal economic programs; instituting legal and structural measures which promote community-based growth; building capacity and strengthening Indian, Inuit and Innu Community Economic Development Organizations; enabling community control over economic development and the management and exploitation of natural resources; increasing employability and local labour market participating; and optimizing federal, provincial and territorial support for community economic development.

The Economic Development Sector Headquarters operation consists of six organizational units: Policy and Coordination, Indian Oil and Gas Canada, Resource Development, Commercial Development, Taxation and Planning and Systems.

Policy and Coordination Branch: Responsible for Sector policy development, research, economic analysis and communications. It works with other DIAND Sectors and with federal/provincial and territorial departments to ensure that their programs fully accommodate the special economic development needs of Indian, Inuit and Innu Communities. This Branch also takes the lead in ensuring that community-based and DIAND staff capacity is of sufficient quality to ensure that community and government goals for the Canadian Aboriginal Economic Development Strategy (CAEDS) are met, particularly in respect to community economic development and labour force development. The Branch is divided into the following directorates: Community Economic Development; Labour Force Development; Policy Coordination and Communication; and Economic Policy Analysis.

Indian Oil and Gas Canada (IOGC): Responsible for the identification, administration, management and timely disposition of oil and gas resources on Indian reserves through Canada. It tenders land for permit or lease and enacts agreements setting royalty rates and terms and conditions under which oil and gas activity may proceed. The terms and conditions recognize the competitiveness environment vis-a-vis provincial Crown lands. This work is done in consultation with individual bands. IOGC conducts engineering and geological studies to assess oil and gas potential and to ensure that on-reserve wells are produced to the maximum benefit of the bands with no drainage of oil and gas to off-reserve non-Indian interest wells. The organization is also responsible for calculations, verifications, collections and auditing of all royalty revenues. The operating environment is one in which increased Indian involvement in all phases of oil and gas exploration, drilling and development is fully encouraged. Indian Oil and Gas Canada comprises four distinct but interlocking divisions: Oil and Gas, Lands, Royalties and Data Systems and Administration.

Resource Development Directorate: Responsible for developing national strategies for implementing the resource development component of CAEDS. Establishing in consultation with Indians the appropriate legal and regulatory framework for managing forestry, fisheries and mineral resources is an essential element of these responsibilities. The Directorate works proactively with Regional Economic Development Directors to foster community employment, business and financial benefits from renewable and non-renewable resource development activities on and near reserves. The Directorate also represents the Sector on environmental and sustainable resource development issues.

Commercial Development Directorate: Responsible for managing the national operations of the Indian Economic Development Direct and Guaranteed Loan Programs. These debt financing instruments are an important aid to Indian businesses seeking loans to become established or to expand. The Directorate is also responsible for advising the Indian and Inuit business community about new commercial development opportunities, and for helping to establish profitable relationships with the mainstream business and investment communities. It plays another key business development role for the department by ensuring close and productive operational and policy relationships with the staff and the Aboriginal Management Board of the Aboriginal Economic Programs of Industry, Science and Technology.

Taxation Directorate: Provides analytical and professional service to assist the Indian Taxation Board to carry out its role in advising the Minister on property taxation policy and the approval of Band taxation by-laws. The Directorate also advises on other applications of these authorities affecting economic development, as well as on general taxation policy issues, including Indian tax exemptions.

Planning and Systems Directorate: Provides the staff support required to manage the Sector's national and regional budgeting, expenditure management and computer systems. The Directorate determines program authorities, establishing and reporting on results and on informatics issues.

■ Indian Services Sector

The objectives of this sector, in keeping with the principles of self-development, access to opportunity, responsibility and joint participation within Canadian society, is to assist and support Indians and Inuit in achieving their educational, cultural, social and community development needs and aspirations. The Indian Services Sector includes the three following branches.

Band Support and Capital Management Branch: Provides assistance for Indians living on reserves by providing funds for the construction, operation and maintenance of capital facilities on reserves, and for technical support and training to bands. The Branch encourages and financially supports local control of, and accountability for, Indian programs and services. The Branch is divided into four directorates: Housing, Band Support Programs, Capital Management and Indian Management Support.

Education Branch: Ensures that on-reserve Indian children have access to elementary and secondary schooling throughout the ordinary school years. It supports Indian students in post-secondary education, supports counselling services, and assists cultural educational centres.

Social Development Branch: Provides funds for social assistance and related services, funds for administering and purchasing child and family welfare services, and for adult care rehabilitation services. Advice and training are provided to assist Indian communities in administering their own services. The Branch includes the Social Services Directorate, the Social Assistance Directorate, the Policy Directorate and the Program Resources Analysis Directorate.

■ Lands, Revenues and Trusts Sector

The Sector's mandate is to fulfil the legal obligations of the Government of Canada in matters regarding Indians and the lands reserved for Indians (not including the development of natural resources), and to analyze, negotiate and settle specific Indian land claims. The Lands, Revenues and Trusts Sector consists of three branches and four directorates.

Lands and Environment Branch: Develops national policies for the management of reserve lands and negotiates, as well as administers and maintains records of leases, permits and various other contracts for the rights to use or occupy these lands. The Environmental Directorate develops national indian environmental policies and ensures compliance with federal environmental legislation and guidelines. It also ensures that Canada's obligations under the Manitoba Northern Flood Agreement are met.

Registration, Revenues and Band Governance Branch: Ensures that obligations and responsibilities set out in the Indian Act, treaties and other agreements between bands and the Department are met by providing for the management and control of Indian monies and the administration of responsibilities regarding elections, estates, by-laws, treaty obligations and entitlement to Indian status.

Treaty Policy Branch: Develops policy and guidelines for the interpretation and clarification of Indian treaties to support the federal government/treaty nation process of resolving treaty issues; develops policy and programs for resolving Indian fishing issues and develops policy that clarifies and gives practical and legal expression to treaty and aboriginal fishing rights to facilitate and strengthen the role of Indians in the beneficial management and use of the fisheries resources.

LRT Review Directorate: Provides the forum for Indian people and the Department to work together to develop a legislative base that will ensure greater Indian control of local affairs.

Liaison Support Directorate: Provides policy and research support in response to a rising incidence of litigation cases involving Indian issues. Funds may be provided by the Test Case Funding Program for test cases, at the appeal level, in order to obtain judicial resolution of difficult Indian-related legal issues. An additional component of this program provides for funding of test cases, including those at the trial level, related to Bill C-31 issues.

Specific Claims Directorate: Reviews specific claims that have been presented to the government to identify the historical and factual elements of the claims, and secures advice from the Department of Justice regarding federal obligations and the basis for compensation. Specific claims are based on complaints from Indian people about the federal government's past administration of Indian lands and other assets under various acts, treaties or other agreements. The Directorate represents the Minister and the federal government, in the negotiation of specific claims settlements with Indian bands across the country.

Planning and Policy Coordination Directorate: Responsible for overall resource planning and reporting, for Lands, Revenues and Trusts, and the coordination of sector wide policy initiatives.

■ Northern Affairs Program

The Northern Affairs Program, directly or in collaboration with the territorial governments, focuses its activities in the North towards developing fully responsible political and social institutions, promoting sustained economic development, effectively managing the renewable and non-renewable northern natural resources, and protecting the northern environment. It also coordinates all federal government activity in the two territories.

The Program has regional offices in the Yukon and in the Northwest Territories and consists of the three following branches.

Constitutional Development and Strategic Planning Branch: Responsible for the formulation, review, coordination and implementation of national priorities and strategies for the North; federal/territorial relations; special federal programs for the social, cultural and economic development of northern native people; the formulation and coordination of federal positions on northern claims; and the fostering of northern science and research and circumpolar activities. The Branch is comprised of three directorates: Constitutional Development, Circumpolar and Scientific Affairs and Strategic Planning. The Branch is also responsible for administering the Northern Oil and Gas Action Program (NOGAP), and maintains a northern socio-economic data base.

Natural Resources and Economic Development Branch: Responsible for economic planning and development, and for administering the Economic Development Agreements in each territory. It encourages exploration and development of non-renewable resource projects, promotes native businesses, and plans for the development of a northern transportation infrastructure, including the construction of northern roads. It is responsible for the coordination of federal government review and regulation of major resource development projects. The Branch is accountable for the conservation and orderly development of the water and land resources of the North, the forests in the Yukon, and provides for the protection of the northern natural environment.

The Branch is comprised of six directorates: Northern Renewable Resources, Economic Development and Land Use Planning, Northern Environmental Protection, Socio-economic Agreements and Native Economy, Mining Management and Infrastructure, and Northern Oil and Gas Management and Major Projects. The Branch is also responsible for administering the Northern Environmental Studies Revolving Fund (ESRF).

Comprehensive Claims Branch: Assesses comprehensive claims submitted by aboriginal groups, develops negotiating mandates, conducts negotiations and prepares settlement implementation plans on behalf of the Department and the Government of Canada, all according to the Comprehensive Land Claims Policy. It also provides services to native people and departmental officials regarding native claims research and analysis through the Treaties and Historical Research Centre.

■ Finance and Professional Services Sector

This Sector is responsible for strengthening internal accountability; satisfying parliamentary and central agency requirements; and providing financial, administrative, management, technical, systems and contract services facilitating the efficient and effective management and operation of departmental programs.

The following areas make up the Sector: Access to Information and Privacy Secretariat, Quantitative Analysis and Socio-demographic Research, Finance Branch, Management Services Branch, Departmental Audit Branch, Technical Services, and Contract Policy and Services Directorate.

Access to Information and Privacy (ATIP) Secretariat: Oversees the administration and policy development of the Access to Information Act and the Privacy Act as related to the Department. It processes formal requests, advises senior management on the administration and interpretation of the legislation, and promotes awareness of the legislation within the Department.

Quantitative Analysis and Socio-demographic Research: Responsible for ensuring the use of reliable and uniform socio-demographic statistics through the Department. It conducts research on Indians, Inuit and Northerners to strengthen the Department's policy development and program management activities.

Finance Branch: Responsible for resource planning, financial reporting,accounting operations, funding mechanisms and the general departmental management process. Its functions include the development and implementation of resourcing and accounting policies, systems and procedures; advice to senior management and regional financial staff on all financial and general management matters; the operation and maintenance of financial systems; and the provision of financial management training.

Management Services Branch: Responsibilities include promoting, fostering and maintaining sound managerial practices, processes and systems within the Department, as well as their assessment, development or integration by undertaking projects and special assignments identified by senior management. The Branch is also mandated to develop the tolls that will provide more effective and efficient management. As well, it provides the Department's central information systems and data processing services. It is also responsible for the provision of central administrative services throughout the department as well as the Indian Art Centre.

Departmental Audit Branch: Carries out a systematic review and appraisal of all departmental operations for purposes of advising management as to the efficiency and cost-effectiveness of internal management policies and controls. The Branch develops and implements departmental audit policies and programs: coordinates and executes all departmental audit operations (except band audits); and coordinates all audit matters emanating from the offices of the Auditor General, Comptroller General and other central agencies.

Technical Services: Operates as a Public Works Canada, Architectural and Engineering Services product sector supplying dedicated services to Indian and Northern Affairs Canada in areas pertaining to the delivery of the capital program, asset management, fire protection and prevention, and technology transfer and advisory services to First Nations.

Contract Policy and Services Directorate: Responsible for the provision of operational and advisory services related to the development and delivery of the contracting process, including such activities as tender calls, requests for proposals, review of responses, contract awards, claims, disputes and contract administration for professional and non-professional services type contracts.

■ Communications Branch

The Communications Branch is responsible for promoting a better understanding of the Department's policies and programs to the general public and various special interest groups. It provides advice to the Minister, the deputy minister and senior management. It also provides a full range of communications services to the operating programs, which include communications planning, media relations, special events, public enquiries, publications, exhibits, and films. At the same time, the Branch is responsible for an internal communications program directed towards departmental employees, for defining departmental communications objectives, and for developing and maintaining communications standards within the Department.

■ Human Resources Branch

The main responsibilities of the Human Resources Branch are to advise the deputy minister with regard to the management of the department's personnel resources, to formulate the personnel administration program in the Department, and to develop policies and programs designed to enhance the Department's performance in personnel administration and human resources utilization. It also provides support, advice and functional guidance to senior managers and regional personnel officers in relation to the implementation of personnel administration policies, programs and procedures, monitors and evaluates personnel administration activities within the Department, and ensures the quality, effectiveness and statutory compliance of the personnel administration services provided to managers throughout the Department.

■ Executive Support Services Branch

The Executive Support Services Branch is mandated to direct strategic planning, evaluation, correspondence, briefing and analytical services in support of the Minister, the deputy minister, and the departmental executive generally. This includes coordinating the Department's relations with Parliament, Cabinet and the central agencies, as well as managing evaluations in accordance with the Office of Comptroller General (OCG) policy, the executive correspondence and briefing system, and special policy or program analyses assigned by the deputy minister.

■ Canada Oil and Gas Lands Administration

The Canada Oil and Gas Lands Administration (COGLA) has been established to administer the federal regulation relating to oil and gas exploration and the development on frontier lands. It is the principal point of contact for proponents respecting operational matters. COGLA, on behalf of the Minister, negotiates exploration licences, grants permits for drilling work, inspects drilling operations and negotiates related Canadian benefits plans for northern activity. The administrator of COGLA reports to the deputy ministers of Energy, Mines and Resources and Indian Affairs and Northern Development.

Information Holdings

Program Records

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■ Self-Government Sector

Constitutional Process and Self-Government

Description: Records relating to Indian/Aboriginal self-government, equality, lands and resources, aboriginal title/rights, treaties/treaty rights, funding (constitutional/Indian self-government/framework legislation), discrimination. *Topics:* Committees, procedures and meetings; FMC aboriginal participants; provincial and territorial organizations; native associations; provinces and territories; aboriginal and treaty rights; self-government; land claims; land and resources; service delivery; legal and constitutional issues; briefings. *Program Record Number:* INA SGP 006

Quebec Claims Implementation

Description: Records relating to Inuit economic development, training and relocation; Cree/Naskapi relocation, band creation, education, economic development, capital and infrastructure development. *Topics:* Killiniq; Great Whale; Economic development – Inuit; Economic development – Cree/Naskapi; Kawawachikamach; electricity; schools and housing – Inuit; five-year plan – Cree Indians; Cree/Naskapi Act. *Program Record Number:* INA SGP 011

■ Indian Services

Band Management and Funds

Description: Band local services; legal opinions; Orders-in-Council; Cabinet documents, Treasury Board submissions; contribution arrangements; association support; community-based planning, band support funding and band employee benefits. *Topics:* Policy; eligibility; program descriptions; terms and conditions; funding formula/criteria; administrations; and operational guidelines. ***Program Record Number:*** INA ISP 021

Community Services and Facilities

Description: Community services and facilities for Indian and Inuit communities. *Topics:* Community health and safety needs such as sewers, water, electricity, garbage collection, fire prevention services, road development, and school facilities. ***Program Record Number:*** INA ISP 031

Cultural Contributions

Description: Contributions to Inuit organizations and individuals for the advancement of the Inuit culture. *Topics:* Exhibit opening and catalogues; arts and crafts; study tours and workshops; arts; music; theatre; dance; films; literature; languages; newspapers; anthropological, sociological studies and tours. ***Program Record Number:*** INA ISP 044

Education

Description: Subjects relating to educational programs for meeting the educational needs of Indian and Inuit people. They include assistance to students, educational programs, surveys and studies, development of curriculum. ***Program Record Number:*** INA ISP 041

Housing

Description: Housing assistance for Indian band councils. *Topics:* Housing policy; construction or renovations of houses on reserves or designated Indian settlements. ***Program Record Number:*** INA ISP 026

Management Development Training

Description: Provides resources and assistance for management development activities to three groups: Indian and Inuit individuals, bands and communities; post-secondary educational institutions; and Indian/Inuit management training institutes. *Topics:* Training; management support and advice; orientation and information dissemination. ***Program Record Number:*** INA ISP 036

Social Development

Description: Records covering subjects related to social development of Indians including assistance and welfare services provided to Indian individuals, namely income maintenance, family and children's services and community social services. ***Program Record Number:*** INA ISP 046

■ Economic Development

Commercial Development

Description: Records are kept on the financial, technical and managerial assistance provided to Indians and Inuit through business lending programs for the development and expansion of businesses. *Topics:* Indian Economic Development Fund direct and guaranteed loans; Farm Credit Corporation guaranteed loans; Eskimo Loan Fund direct and guaranteed loans. ***Program Record Number:*** INA EDP 066

Community Development

Description: Records are kept on the financial and technical support provided by Economic Development programs to Indian and Inuit communities and economic development institutions. ***Program Record Number:*** INA EDP 081

Economic Policy and Analysis

Description: Records are kept on surveys, studies and research designed to identify and demonstrate the importance of certain factors in the promotion of economic development affecting Indian and Inuit communities. ***Program Record Number:*** INA EDP 086

Labour Force

Description: Records are kept on federal employment, training, literacy and adult basic education programs. *Topics:* Employment-related training and mobility; labour force development. ***Program Record Number:*** INA EDP 071

Oil and Gas

Description: Oil and gas resources on Indian lands. *Topics:* All matters relating to the control, development and management of oil and gas. ***Program Record Number:*** INA EDP 096

Resource Development

Description: Records are kept on renewable and non-renewable resource development activities on and off-reserve. *Topics:* The identification, development and management of mineral, forestry, fishing, agriculture and tourism resources. ***Program Record Number:*** INA EDP 076

Taxation

Description: Records are kept on tax related matters affecting Indian people. *Topics:* All matters relating to Indian taxation. ***Program Record Number:*** INA EDP 091

■ Lands, Revenues and Trusts

Environmental Impacts

Description: Social-economic-ecological impacts of renewable and non-renewable resource activities such as hydro development, oil and gas extraction: coal and metal mining; pipelines, structural mineral; pollution and pollutants of air, land and waters; pollution causes – garbage, industry, radioactive material, waste disposal; licensing and regulatory hearing interventions; regulations, reports, surveys and studies; offenses and violations of environmental laws and regulations. *Topics:* Advice and assistance to Indian and Inuit people on environmental occurrences. ***Program Record Number:*** INA LRT 131

Indian Band Membership

Description: Records relating to the transfer of control of band membership to Indian bands, the amalgamation of two or more Indian bands to form a single band, the division of existing bands into two or more bands, and the constitution of new bands from registered Indians and/or members of existing bands. *Topics:* Subjects include determination of the entitlement to claim Indian status, Indian enfranchisement protests, marriage to non-Indians, transfer between bands, legitimization of births and divorces.The name of the band concerned should be included with each request. ***Program Record Number:*** INA LRT 121

Indian Lands Registry

Description: Contains information and documentation pertaining to agreements; individual land holdings; land sales; leases; permits; rights-of-way; survey; and reserves. ***Program Record Number:*** INA LRT 111

Legislation, Policy and Program Development Information

Description: Resource data and relevant federal, provincial and private sector program and policy information which might affect or influence the administration and management of natural resources on Indian lands. ***Program Record Number:*** INA LRT 106

Manitoba Northern Flood Agreement

Description: Advice and assistance to Manitoba Indian Bands on the Northern Flood Agreement and related developments of the Churchill Nelson Rivers Diversion Project. *Topics:* Flood and water control; resource development impacts, negotiations. ***Program Record Number:*** INA LRT 136

Natural Resources

Description: The control, development and management of natural resources, such as forests and furs; the rights of Indians to fishing, hunting, and trapping. ***Program Record Number:*** INA LRT 116

Policy Coordination and Band Government

Description: Coordination of Indian band government policy and implementation of land claims settlement, Indian and Inuit Affairs Program (IIAP) input to the drafting of Indian band government legislation and revision of the Indian Act. *Topics:* Local Indian government policy coordination (e.g., district councils); Indian Act revision; Indian band government legislation; implementation of claims settlement coordination (e.g., James Bay). ***Program Record Number:*** INA LRT 126

Specific Claims

Description: Information on specific processing and negotiations. *Topics:* Claims issues and negotiations; policy positions; compensation of claims; the claims process; rulings, decisions and precedents. ***Program Record Number:*** INA LRT 141

Statistics and Reference Documents

Description: Statistics and information on the history of the Canadian Indian. *Topics:* Statistical information; in-house reports; unpublished research documents and papers; policy statements; procedures and guidelines; Orders-in-Council; Treasury Board minutes and circulars; program delegations of authority relating to the Indian and Inuit Affairs Program and annual reports. ***Program Record Number:*** INA LRT 109

■ Northern Affairs Program

Advisory Committee on Northern Development

Description: The support of the Advisory Committee on Northern Development. *Topics:* Sub-committees on communications, science and technology, transportation, finances, employment of native northerners, northern training programs, agendas, minutes. ***Program Record Number:*** INA NAP 156

Comprehensive Claims

Description: Records relating to undertaking and supporting research related to the claims settlement process, comprehensive claims processing and negotiations. *Topics:* Research contracts; research projects; studies; research services and advice on specific historical or claims situations; financial arrangements to enable Indian participation in the federal government's claim resolution; claims issues and negotiations; policy positions; compensation of claims; the claim process; the eligibility of groups submitting claims; obligations; rulings; decisions and precedents; the hiring of consultants to conduct various services related to native comprehensive claims. ***Program Record Number:*** INA NAP 016

Comprehensive Land Use Planning for the Yukon and Northwest Territories

Description: Compiled since the 1981 announcement of the Northern Land Use Planning Policy, this material covers the development and implementation of the program. *Topics:* Structure and organization; northern land use planning publication; planning appraisals; plan implementation; government/native/industry liaison; agreements, commissions; planning areas. ***Program Record Number:*** INA NAP 261

Cultures and Customs

Description: The cultures and customs of Inuit people are outlined. *Topics:* Arts and crafts – production, trademarks, Inuit artists' biographies. ***Program Record Number:*** INA NAP 171

Economic Development

Description: Records contained outline the planning and development of programs to encourage economic development in the north. *Topics:* Agriculture; boating industries; northern businesses and co-operatives; employment and labour; fishing; forestry; industrial development – funds, loans; recreation and tourism; taxation and royalties; energy regulation, distribution and consumption; population growth and structure; northern native employment and relocation, and the social aspects of employment. ***Program Record Number:*** INA NAP 266

Education

Description: Educational programs designed to raise the educational level of the native people of the north. *Topics:* Adult education – educational assistance; special and vocational training; language training; teachers and teaching; counselling and guidance; facilities and transportation. ***Program Record Number:*** INA NAP 181

Employment

Description: The information include work force information on northern projects; employers; and socio-economic aspects of northern development. *Topics:* Employment and recruiting; counselling; unions; studies, surveys, reports and statistics; memoranda of understanding. ***Program Record Number:*** INA NAP 276

Environmental Protection

Description: The record contains information on the environmental protection of the Canadian North. It also includes a public register of environmentally-screened projects, which is part of the implementation of the federal Environmental Assessment and Review Process (EARP). *Topics:* Pollution and pollutants of air, land and waters; pollution causes – garbage, industry, oil and gas, pipelines, radioactive material, waste disposal; recreation areas; water; projects, regulations, reports, surveys and studies; offenses and violations of environmental laws. ***Program Record Number:*** INA NAP 231

Environmental Studies Revolving Fund (ESRF) Studies

Description: Records relating to the Environmental Studies Revolving Fund (ESRF) Studies. *Topics:* Physical environmental effects on oil and gas activities; the interaction of such activities with living organisms on the land, in the sea and in the air; the research and development necessary to bring mitigating technologies into effect; the development of long-term biological monitoring; the socio-economic effects of oil and gas activities in terms of employment, training; waves; sea; bottom ice; scour; oil spill research and countermeasures; social issues north; social issues south; effect monitoring; icebergs; bottom sediment transport. ***Program Record Number:*** INA NAP 241

Exploration and Geological Services

Description: Production and dissemination of geological information on both territories. *Topics:* Published maps and reports, open-file maps and reports, including those submitted for representation work requirements. Also, specialized libraries for air photos and drill cores. ***Access:*** Filed by locality, name and owner of mineral property; publication title, author and publisher. ***Program Record Number:*** INA NAP 296

Federal-Territorial Agreements and Arrangements

Description: Agreements and arrangements with the Yukon and Northwest Territories. ***Program Record Number:*** INA NAP 166

Forestry

Description: Records relating to the control, development, management and protection from fire, of forest resources in the north. *Topics:* Logs and logging; timber – cutting rights, reserves, sawmills, surveys and studies, transportation; accidents and accident prevention and safety programs; forest fires – agreements, behaviour, detection, prevention, suppression and pre-suppression, research, reports; weather forecast and stations. ***Access:*** Permit information is available by permit number, name of permittee or location covered by the permit. ***Program Record Number:*** INA NAP 256

Health and Social Services

Description: Health services and social services provided or available to native people in the north. *Topics:* Hospitals and nursing stations. ***Program Record Number:*** INA NAP 176

Hydrocarbon Development

Description: Hydrocarbon development planning and research activities, which are funded under the Northern Oil and Gas Action Program (NOGAP) and which are conducted by the federal and territorial governments. *Topics:* Oil and gas; environment; socio-economics; hydrocarbon transportation; planning and research. ***Program Record Number:*** INA NAP 316

International Affairs and Relations

Description: International affairs and relations with foreign countries. *Topics:* Arctic and Antarctic science co-operation; human rights; marine science; economic development; environmental cooperation. ***Program Record Number:*** INA NAP 191

Justice and Law Enforcement

Description: Appointments of judges; justices of the peace; police magistrates; juvenile delinquents; vandalism; police services; legal aid; prisons and prisoners; studies, surveys, reports and statistics. ***Program Record Number:*** INA NAP 186

Lands

Description: The protection, conservation, management and administration of territorial lands under the control of the Department are described. *Topics:* Territorial lands, legislation, land use – operations, Arctic land use, planning, inventory; surveys, mapping; reservations; roads, highways; airports, airstrips; recreation, parks; game preserves, sanctuaries, International Biological Program ecological sites; transfers; claims, Indian reserves; pipelines; railways; electric power development; transmission lines; communication facilities; sub-surface rights; studies, assessments; granular materials; waste collection; agriculture; townsites, settlements; group/guard (land identifiers); trespass, Northern Land Use Planning; Ports, Harbours.Claims arranged by individual claims. Arctic land use projects arranged by project name. ***Program Record Number:*** INA NAP 246

Major Non-renewable Resource Development Projects

Description: Files on the coordination of government activities relating to the assessment and, as appropriate, the implementation of major industrial projects to develop northern non-renewable resources. *Topics:* Oil and gas; mining and other individual development projects. ***Program Record Number:*** INA NAP 311

Mineral Policy

Description: Information on the development of policies to encourage exploration and orderly development of resources in northern Canada. *Topics:* Northern Mineral Policy; native issues; regulatory review; fiscal regime;

mineral tax incentives; mineral potential; project assessment and project monitoring; further processing and smelter feasibility studies. ***Program Record Number:*** INA NAP 281

Mining

Description: The disposition and maintenance of mineral rights in the north are outlined. ***Topics:*** Accidents – prevention and safety; claims; coal; companies; dredging; exploration; exports; geology; inspections; maps and charts; prospecting and prospectors; placer mining (panning); quartz mining; recorders and agents; regulations; research, studies and surveys, reports and statistics; mining leases; territorial coal exploratory licences; mineral production royalties; technical exploratory work reports. ***Access:*** Prospecting permits are arranged by individual and company name. Placer and quartz dispositions should be identified by claim name and grant number. (Published up-to-date claim reference maps displaying this information are available to the public for this purpose at nominal cost.) Coal and dredging dispositions should be identified by locality and owner. ***Program Record Number:*** INA NAP 286

Mining Engineering and Inspection

Description: The administration and enforcement of mine safety legislation in the Yukon. ***Topics:*** Inspection reports on mining safety, electrical safety, occupational environment, miners' medical certificates, blasting and magazine permits, and mine rescue certificates. ***Access:*** Files arranged by name, owner and location of mine. ***Program Record Number:*** INA NAP 291

Northern Regulatory Review

Description: Reports, articles and correspondence about regulatory and approval processes north of 60 degrees. ***Program Record Number:*** INA NAP 321

Oil and Gas Lands

Description: Information on the control, development and management of oil and gas lands in the north. ***Topics:*** Norman Wells Proven Area Agreement; various oil and gas companies; standard data on expenditures and revenues; oil and gas policy in the north; project files. ***Program Record Number:*** INA NAP 306

Oil and Gas – Transportation – Pipelines – Norman Wells

Description: Information relating to the management and regulation of the Norman Wells project, including policy, environmental and socio-economic terms, conditions and studies. ***Topics:*** Contribution agreements; surveillance and monitoring studies and reports, committees and company socio-economic plans and business and employment opportunities. ***Program Record Number:*** INA NAP 221

Pipelines

Description: The use of pipelines or tankers in the transportation of oil and gas. ***Topics:*** Pipeline proposals; Polar Gas Project; Arctic Pilot Project; Norman Wells Project; Esso Beaufort Oil Pipeline. ***Program Record Number:*** INA NAP 201

Policy Development

Description: These records contain policy analysis and development. ***Topics:*** General range of policy issues relating to the federal responsibility in the north. ***Program Record Number:*** INA NAP 146

Program Plans and Planning

Description: A complete source of information on all aspects of government activity in the Yukon and Northwest Territories. ***Topics:*** Long-range planning; operational planning and plans; strategic planning, work plans and government activities in the north by departments and agencies. ***Program Record Number:*** INA NAP 151

Roads

Description: Information outlined on the planning and management of a new roads policy in the two territories, taking into account economic, environmental and social impacts. ***Topics:*** Environmental studies; socio-economic considerations; incentives programs; finance; planning, design and construction; alternative modes of transportation. ***Access:*** Arranged by road or highway title and subdivided according to construction sub-activity or consideration. ***Program Record Number:*** INA NAP 301

Scientific Training Grants

Description: All applications made since 1963 by the various Canadian universities in the Northern Scientific Training Grants Program. ***Topics:*** Training grants; northern research. ***Program Record Number:*** INA NAP 211

Socio-economic Data

Description: Collection, compilation and statistical interpretation of socio-economic data pertaining to the territories. ***Topics:*** Economic accounts; socio-demographic studies; native affairs; industry sector information; general economic development. ***Program Record Number:*** INA NAP 271

Tankers

Description: Records relating to the use of icebreaking tankers to transport oil or liquid natural gas from the Beaufort Sea or Arctic Islands. ***Topics:*** Dome Petroleum; Beaufort Sea Developments; Arctic Pilot Project; Norman Wells Project; Trans-Canada Liquefied Natural Gas Project. ***Program Record Number:*** INA NAP 206

Territorial Government Administration

Description: Plans and policies for the administration and development of the Yukon and Northwest Territories governments. ***Topics:*** Councils of the Yukon and Northwest Territories – debates, elections, members, rules, territorial ordinances and legislative programs.Public ordinances arranged by individual ordinance. ***Program Record Number:*** INA NAP 161

Water Resources

Description: Control, development and management of water resources in the north are included. ***Topics:*** Hydro power; hydrometric network; meteorological and water quality networks; licences; regulations; studies and surveys. *Access:* Licences arranged by location. ***Program Record Number:*** INA NAP 251

Western Arctic Claims Implementation

Description: Subject files pertaining to the registration of the Western Arctic Inuvialuit Final Agreement and to the implementation of the Western Arctic Inuvialuit claims settlement. ***Program Record Number:*** INA NAP 226

Wildlife

Description: Animals – diseases, furs, hides, hunting, hunting licences and permits, predator control, preserves and sanctuaries, traps and trapping, regulations, studies and surveys; birds – diseases, licences, traps, regulations, studies and surveys; fish – culture, diseases, licences, regulations, studies and surveys, reports; insects. ***Program Record Number:*** INA NAP 236

■ Canada Oil and Gas Lands Administration

Engineering

Description: Information on the operational and occupational safety of drilling and developing activities on Canada Lands as it relates to the regulatory basis that governs equipment and procedures for drilling and production of oil and gas. *Topics:* Offshore operations; statistics; geological and geophysical reports; diving; drilling; pipelines and transportation; reservoir and reserve studies; offshore structures; technological developments; Ocean Ranger accident; investigations; Royal Commission. ***Program Record Number:*** INA COG 351

Environmental Protection

Description: Information on the protection of oil and gas operations in marine and coastal areas from environmental risks, as well as the protection of the environment from the affects of drilling operations. *Topics:* Environmental protection and marine pollution; contingency planning; in-house; industry; international; environmental assessment; Canada Lands; east coast offshore; environmental assessment and review process; environmental studies revolving fund; research and development; biological environment; northern environment; physical environment; physical oceanography; meteorology and climate studies; financial security. ***Program Record Number:*** INA COG 331

Policy Analysis and Coordination

Description: Information on the analysis, development and interpretation of policy with respect to the management of oil and gas exploration and development activities on Canada Lands. *Topics:* Provincial oil and gas issues; provincial negotiations; policy review. ***Program Record Number:*** INA COG 341

Resource Evaluation

Description: Information on the estimation of oil and gas reserves and potential on Canada Lands. *Topics:* Deep seabed resources; deep ocean mining; offshore mining; non-fuel minerals; mineral resource inventory; deep seabed resource management; shelf resources; shelf mining, ocean resources citation retrieval; geoscientific projects; scientific research; offshore; east coast. ***Program Record Number:*** INA COG 346

Rights Management

Description: Information on the negotiation, issuing and administering of oil and gas exploration and production rights. *Topics:* Mineral rights on Canada Lands; financial accounting; production reports; oil and gas leases; mineral rights on public lands; mining leases; oil and gas leases; reservation of mines and minerals; royalties; titles; production evaluation; guaranty deposits; rights transfer. ***Program Record Number:*** INA COG 336

■ Finance and Professional Services

Access to Information and Privacy

Description: Information relating to the operation of the Access to Information and Privacy Secretariat. *Topics:* Access to Information and Privacy – general; Info Source and Bulletins; acts and legislation; committees; federal information collection, directives and procedures, Personal information Index and Bulletins; requests – formal requests, informal requests, consultations from other government departments; reports. ***Program Record Number:*** INA FPS 369

Construction, Professional and Non-professional Services Contracts

Description: Information is included on construction and service contracts and the selection of consultants. *Topics:* Includes all aspects of construction, professional and non-professional services contracts; tender calls; requests for proposals and contract awards; contract claims and disputes and contract training. ***Program Record Number:*** INA FPS 366

Management Services

Description: Includes files and reports produced during projects to assess, develop or integrate management practices, processes and systems. *Topics:* Management practices; management processes; management systems. ***Program Record Number:*** INA FPS 376

Socio-demographic Statistics and Research

Description: Information on the demographic and social conditions of registered Indians, Inuit and Northerners. *Topics:* Population projections; social conditions; economic conditions; enrolment projections; community profiles. ***Program Record Number:*** INA FPS 372

■ Communications Branch

Communications

Description: Public (including media), interprogram, interdepartmental, intergovernmental information and briefing materials; communications planning, evaluation, strategy development and programming. *Topics:* Communications plans, policies, studies, evaluation, programs, meetings and contracts; publications; government/departmental communications guidelines, services, requirements; special communications events; media evaluations; public, media and government requests for information; communications planning for

Cabinet; information on departmental mandates, objectives, programs and activities. ***Program Record Number:*** INA COM 381

■ Executive Services Branch

Evaluation

Description: The evaluation of existing departmental programs and the structuring of evaluation criteria for proposed programs. ***Topics:*** Education; social services; legislation; capital and band management; economic and employment development; community services; cultural programs; renewable and non-renewable resources; northern economic development and environmental protection. ***Program Record Number:*** INA ESS 390

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

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■ Indian Services

Adult Care

Description: The bank contains personal and financial data related to services provided to eligible registered Indian adults for whom the department accepts financial responsibility. It also contains medical and social reports. ***Class of Individuals:*** This personal information relates to registered Indian adults on reserve eligible for Adult Care Services. ***Purpose:*** To record information on persons in need of care and support either at home or in an institution and to assist in planning, allocating budgets and monitoring services provided to registered Indian adults. ***Consistent Uses:*** Statistical purposes within the department for measuring performance indicators and updating ongoing policy papers. Verification of information with other organizations. ***Retention and Disposal Standards:*** Records are retained for five years after each case is closed and then transferred to the National Archives of Canada for selective retention. ***TBS Registration:*** 002715 ***Bank Number:*** INA PPU 215

Applicant Inventories for Teachers

Description: This bank contains resumés, applications, work and education histories, and letters of recommendation. ***Class of Individuals:*** Persons applying for teaching positions. ***Purpose:*** The purpose of this bank is to maintain a record of applications from persons wishing to teach. ***Retention and Disposal Standards:*** Records are retained for two years and are then destroyed. ***Access:*** This bank is held in the regional offices. ***TBS Registration:*** 002518 ***Bank Number:*** INA PPU 070

Bill C-31 Fund Management

Description: Contains names of status Indians on whose behalf bands have requested funds for authorized programs, or to whom the department provides services directly. ***Class of Individuals:*** Indians registered under the provisions of sections 6(1)(c), 6(1)(d), 6(1)(e) and 6(2) of the Indian Act R.S., C. 149, S.1 ***Purpose:*** Management and collection of statistical information related to supplementary funding approved for the implementation of amendments to the Indian Act. ***Retention and Disposal Standards:*** Retained until supplementary funding terminated, then transfer to the National Archives of Canada for selective retention. ***TBS Registration:*** 002717 ***Bank Number:*** INA PPU 225

Child and Family Services

Description: The bank contains personal and financial data related to services provided to Indian children and their families for whom the Department accepts financial responsibility. ***Class of Individuals:*** This information relates Indian children and their families resident on reserve. ***Purpose:*** The purpose of this bank is to record information on Child and Family Services and other social services to assist in planning, allocating budgets and monitoring services provided to registered Indian children, by provincial/territorial governments or accredited agencies. ***Consistent Uses:*** The bank is used for statistical purposes within the department for measuring performance indicators and updating ongoing policy papers. Verification of information with other organizations ***Retention and Disposal Standards:*** Records are retained for five years after each case is closed and then transferred to the National Archives of Canada for selective retention. ***TBS Registration:*** 002714 ***Bank Number:*** INA PPU 210

Cultural Grants for the Advancement of Inuit Culture

Description: This bank contains information on individuals applying for cultural grants. Information recorded is limited to those items on the application form. Records in the bank relate exclusively to the Inuit. ***Class of Individuals:*** Individuals applying for cultural grants. ***Purpose:*** The purpose of this bank is to record information relating to grants for the promotion of Inuit culture. ***Retention and Disposal Standards:*** Records are retained for 10 years after the completion of the cultural project and are then transferred to the National Archives of Canada. ***TBS Registration:*** 002530 ***Bank Number:*** INA PPU 145

Elementary and Secondary School/Nominal Roll Students

Description: This bank contains demographic and general school information on students. ***Class of Individuals:*** Elementary and secondary Indian and Inuit school students resident on reserve and attending federal, provincial and band-operated schools. ***Purpose:*** The purpose of the Nominal Roll system is to provide educational statistics of a non-financial nature, for department use. ***Consistent Uses:*** Information is used for obtaining funding for elementary and secondary education, as justification for the expenditure of capital funds to derive indicators of program achievement and as a source for education statistics. ***Retention and Disposal Standards:*** These records are retained for five years. ***TBS Registration:*** 002515 ***Bank Number:*** INA PPU 045

Indian and Inuit Off-Reserve Housing Assistance Program

Description: This bank contains personal and financial information on registered Indians and Inuit who received loans from the Department. ***Class of Individuals:*** Indians and Inuit participating in the Off-Reserve Housing Assistance Program. ***Purpose:*** The purpose of this bank is to establish a record of Indian off-reserve and Inuit housing and to administer the loans within the terms and conditions of the program. ***Retention and Disposal Standards:*** Records are retained for 30 years after each case is closed and then transferred to the National Archives of Canada for selective retention. ***TBS Registration:*** 002508 ***Bank Number:*** INA PPU 005

On-Reserve Housing Program

Description: This bank contains personal information on subsidies and loan details for which a Ministerial Guarantee has been provided. ***Class of Individuals:*** Registered Indians and band councils participating in the On-Reserve Housing Program. ***Purpose:*** The purpose of this bank is to establish records of loans for housing, from Canada Mortgage and Housing Corporation (CMHC) or NHA approved lenders, to registered Indians living on reserves and to band councils, as well as to record subsidies provided to band councils. Loans are then monitored and administered under the terms of the Ministerial Guarantee. ***Consistent Uses:*** Verification of information with other organizations. ***Retention and Disposal Standards:*** Records are retained for 30 years after each case is closed and then transferred to the National Archives of Canada for selective retention. ***TBS Registration:*** 002509 ***Bank Number:*** INA PPU 011

Post-secondary Education Management Information System (PSEMIS)

Description: This bank contains demographic and academic information on students. ***Class of Individuals:*** Indian and Inuit students attending post-secondary institutions and whose studies are funded directly or indirectly by the Department. ***Purpose:*** The information is used for regulating, monitoring, evaluating and budgeting the Post-secondary Education Program. ***Retention and Disposal Standards:*** These documents are retained for five years. ***TBS Registration:*** 002516 ***Bank Number:*** INA PPU 050

Social Assistance

Description: Contains personal and financial information on eligible recipients and/or dependents of social assistance benefits. Occasionally, the bank may contain medical and social worker reports. ***Class of Individuals:*** This personal information relates to Indians and Inuit receiving social assistance benefits and certain categories of non-status recipients on-reserve. ***Purpose:*** To record operational and accounting information pertaining to social assistance and services. The bank is used to regulate, monitor, and evaluate the program, to assist in budgeting and to provide input information to other departmental programs. ***Consistent Uses:*** This bank is used for statistical purposes within the department for measuring performance indicators and updating ongoing policy papers. Verification of information with other organizations. ***Retention and Disposal Standards:*** Records are retained for five years after each case is closed and then transferred to the National Archives of Canada for selective retention. ***TBS Registration:*** 002713 ***Bank Number:*** INA PPU 240

Students in Departmental Schools

Description: This bank contains attendance records and grades of Indian and Inuit students in federal schools. ***Class of Individuals:*** Indian and Inuit students attending federal elementary and secondary schools. ***Purpose:*** The information is used to monitor and control the provision of elementary and secondary education in federal schools. ***Retention and Disposal Standards:*** These records are retained for five years and are then transferred to the National Archives of Canada for selective retention. ***TBS Registration:*** 002517 ***Bank Number:*** INA PPU 055

■ Economic Development

Farm Credit Corporation Guaranteed Loans

Description: This bank contains personal and financial information on Indians eligible for Farm Credit Corporation loans guaranteed by the Department of Indian and Northern Affairs. Effective November 14, 1989 the Department has terminated the 1969 Agreement with FCC. ***Class of Individuals:*** Indians, as defined in the Indian Act, engaged in on-reserve agricultural activities. ***Purpose:*** The information is used for the control and evaluation of loan activity with respect to the Farm Credit Corporation loans guaranteed by the Department. ***Consistent Uses:*** Verification of information with other organizations. ***Retention and Disposal Standards:*** Records are retained for six fiscal years after repayment of a loan, and are then transferred to the National Archives of Canada. ***TBS Registration:*** 002520 ***Bank Number:*** INA PPU 085

Indian Community Human Resource Strategy (ICHRS)

Description: Contains personal and financial information on Indians and Inuit who undertook training under components of the ICHRS Program. Information is collected at the regional level only. ***Class of Individuals:*** Indians and Inuit who qualify for financial assistance under the ICHRS Program. ***Purpose:*** Information is used for the control and evaluation of fund transactions under the Program. Records are restricted to native people and used to monitor individuals' progress and for evaluation purposes. ***Retention and Disposal Standards:*** Records are retained for six fiscal years after the date that each case file is closed and transferred to the National Archives of Canada. ***TBS Registration:*** 002719 ***Bank Number:*** INA PPU 235

Indian Economic Development Fund (Direct and Guaranteed Loans)

Description: This bank contains personal and financial information on Indians, as defined in the Indian Act, or regarding other persons who qualify for financial assistance under the Indian Economic Development Fund. (As of April 1, 1990, direct contributions to businesses are no longer made by the DIAND, but rather by ISTC. ***Class of Individuals:*** Indians, as defined in the Indian Act, or other persons who qualify for financial assistance under the Indian Economic Development Fund. ***Purpose:*** The information is used for the control and evaluation of transactions under the Indian Economic Development Fund. ***Consistent Uses:*** Verification of information with other organizations. ***Retention and Disposal Standards:*** Records are retained for six fiscal years after the date that each case file is closed and are then transferred to the National Archives of Canada for selective retention. ***TBS Registration:*** 002519 ***Bank Number:*** INA PPU 075

■ Lands, Revenues and Trusts

Band Trust Funds and Trust Fund Suspense Accounts

Description: This bank contains financial information on Indian monies held in the Consolidated Revenue Fund to the credit of the Indian bands, and in Trust Fund Suspense accounts, pending credit to a specific account. ***Class of Individuals:*** Indian band members. ***Purpose:*** This bank is maintained in the Trust Accounting System and records financial transactions made by bands as well as transactions in the Trust Fund Suspense accounts. This bank is used to monitor and evaluate the program. ***Retention and Disposal Standards:*** Retention and disposal standards remain to be determined. ***TBS Registration:*** 002525 ***Bank Number:*** INA PPU 120

Indian Estates

Description: This bank contains personal information related to the estates of deceased Indians. ***Class of Individuals:*** Deceased Indians who were ordinarily resident on reserve during their lifetime. ***Purpose:*** The purpose of this bank is to establish official records of Indian estates. The bank is used in the administration and settlement of Indian estates. ***Consistent Uses:*** Verification of information with other organizations. ***Retention and Disposal Standards:*** Records are retained for six years after files are closed and are then transferred to the National Archives of Canada for selective retention. ***TBS Registration:*** 002523 ***Bank Number:*** INA PPU 105

Indian Genealogy

Description: Records treaty payments made to Indians and some per capital distributions of band funds. Depending upon the treaty the earliest records available will range from 1850 to the early 1900's. As well, the bank contains census lists for the 1920's and 1930's for a number of bands in British Columbia. ***Class of Individuals:*** Personal information relates to all persons who are/were treaty Indians as well as some persons who are/were members of non-treaty bands. ***Purpose:*** The treaty and per capita distribution paylists were compiled to record proof of payments to individuals. The census lists were compiled to record the members of the bands. ***Consistent Uses:*** Support the compilation of genealogies; permit the production of lists of past band chiefs and councillors; assist federal and provincial governments and individuals on the establishment of ages for purposes such as the procurement of old age security payments, delayed birth registration and passports; support litigation and claims research; provide proof of Indian ancestry; and assist in the identification of heirs to deceased estates. ***Retention and Disposal Standards:*** Records are retained for thirty years from date of payment and then transferred to the National Archives of Canada for selective retention. ***TBS Registration:*** 002716 ***Bank Number:*** INA PPU 220

Indian Lands Registry

Description: This bank contains instruments and documents which grant or change interests in Indian reserves, designated and surrendered lands, including information about title or status of lands. ***Class of Individuals:*** Individuals with interests in Indian reserves designated and surrendered lands. ***Purpose:*** The information provides a permanent record of all transactions affecting Indian lands, as required by sections 21 and 55 of the Indian Act. ***Retention and Disposal Standards:*** These records are retained indefinitely by the Department. ***TBS Registration:*** 002521 ***Bank Number:*** INA PPU 090

Indian Registration System

Description: This bank consists of the Indian Register and departmentally-administered band lists. ***Class of Individuals:*** Registered Indians and Indian band members in accordance with the Indian Act. ***Purpose:*** The purpose of the information in this bank is to maintain an official record of all persons who are registered as Indians and recorded on departmentally-administered band lists, in accordance with the Indian Act. This information can be used to prepare lists containing data for administering provisions of the Indian Act, for administering programs for Indian people by this and other departments, and for statistical purposes. ***Consistent Uses:*** It can be used, upon request by provinces, to compile lists of Indians who may be selected to serve as jurors in the courts or for the purpose of administering or enforcing any law or carrying out a lawful investigation. Verification of information with other organizations. ***Retention and Disposal Standards:*** Records are retained indefinitely. ***TBS Registration:*** 001826 ***Bank Number:*** INA PPU 110

Individual Trust Fund Accounts

Description: This bank contains information concerning financial accounts maintained on behalf of estates of deceased Indians, Indian minors, missing or absent heirs, mentally incapacitated Indians, and adopted Indian children, as recorded in the Trust Accounting System. ***Class of Individuals:*** Eligible Indians. ***Purpose:*** This bank keeps a record of funds held in trust in the Consolidated Review Fund for individual Indians until such time as they have the capacity to receive them or until such time as the estate of a deceased Indian has been distributed. ***Retention and Disposal Standards:*** Retention and disposal standards remain to be determined. ***TBS Registration:*** 002526 ***Bank Number:*** INA PPU 125

Land Transactions Management System

Description: This bank contains lease information for band member lands leased to third parties by the Department. ***Class of Individuals:*** Indians who wish to lease their land and individuals who lease the land. ***Purpose:*** The information is used for real property management as required to fulfil the Department's responsibilities under the Indian Act. ***Retention and Disposal Standards:*** These records are retained for five years after the lease expires. ***TBS Registration:*** 002522 ***Bank Number:*** INA PPU 096

Per Capita Distributions

Description: Contains personal and financial information concerning per capita distribution payments made to Indians in accordance with those sections of the Indian Act and Regulations and departmental policies, and directives which are related to Indian monies. ***Class of Individuals:*** Personal information relates to each individual registered band member within the limits of legislation. ***Purpose:*** This bank is a record of payment made, or in arrears, to eligible Indians within the limits of legislation. ***Retention and Disposal Standards:*** Records are retained for 30 years then transferred to National Archives of Canada for permanent retention. ***TBS Registration:*** 002718 ***Bank Number:*** INA PPU 230

■ Northern Affairs Program

Eskimo Loan Fund

Description: This bank contains personal and financial information about individual applicants. Records in the bank relate exclusively to the Inuit. ***Class of Individuals:*** This personal information relates to Inuit individuals, groups, companies and corporations (including co-operatives) applying for a loan from the Eskimo Loan Fund. ***Purpose:*** The purpose of this bank is to record applications for loans from the Eskimo Loan Fund. ***Consistent Uses:*** Verification of information with other organizations. ***Retention and Disposal Standards:*** Records are retained for six fiscal years after the repayment of the loan and then transferred to the National Archives of Canada for selective retention. ***TBS Registration:*** 002528 ***Bank Number:*** INA PPU 136

Inuit Artists Files

Description: This bank contains information regarding exhibits and literature on the work of artists. ***Class of Individuals:*** Inuit artists and artisans. ***Purpose:*** The purpose of this bank is to provide information on Inuit artists. ***Consistent Uses:*** The information is available to researchers of Inuit art. ***Retention and Disposal Standards:*** Records are retained for 30 years. They are then transferred to the National Archives of Canada for permanent retention. ***TBS Registration:*** 002531 ***Bank Number:*** INA PPU 146

On-the-Job Training

Description: This bank contains information on the training period, the individual's monthly allowances, and a monthly evaluation by the training agency. ***Class of Individuals:*** Northern native people. ***Purpose:*** The purpose of this bank is to maintain training agreements between northern natives and training agencies. Records in the bank are restricted to northern native people and are used to monitor each individual's progress. ***Consistent Uses:*** Verification of information with other organizations. ***Retention and Disposal Standards:*** Records are retained for two years and then destroyed. ***TBS Registration:*** 002536 ***Bank Number:*** INA PPU 170

Prospectors' Assistance

Description: This bank contains information about applicants, supplied according to the Prospectors' Assistance Program Regulations. ***Class of Individuals:*** Individuals applying for Prospectors' Assistance Program. ***Purpose:*** The purpose of this bank is to record and maintain applications for Prospectors' Assistance Program. ***Consistent Uses:*** The bank is also used to monitor the Prospectors' Assistance Program. ***Retention and Disposal Standards:*** Records are retained for six years after each case is closed and then transferred to the National Archives of Canada. ***TBS Registration:*** 002533 ***Bank Number:*** INA PPU 155

Small Business Loan Fund

Description: This bank contains personal information on individuals applying for or receiving funds. ***Class of Individuals:*** Individuals applying for or receiving funds. ***Purpose:*** The purpose of this bank is to maintain records relating to small business loans in the Yukon Territory. It is also used to monitor the repayment of loans by individuals. ***Consistent Uses:*** Verification of information with other organizations. ***Retention and Disposal Standards:*** Records are retained for 10 fiscal years after repayment of the loan and then transferred to the National Archives of Canada for selective retention. ***TBS Registration:*** 002529 ***Bank Number:*** INA PPU 140

Territorial Lands Registry and Lands Administration

Description: This bank contains the Application for Federal Crown Land form and supporting documentation and is held in the regional office. ***Class of Individuals:*** Individuals who submit an Application for Federal Crown Land. ***Purpose:*** The purpose of this bank is to maintain a record of transactions dealing with surface rights to federal Crown lands. It is also used to register and monitor the administration of the sale, leasing or other disposition of territorial lands. ***Retention and Disposal Standards:*** Retention and disposal standards remain to be determined. ***TBS Registration:*** 002532 ***Bank Number:*** INA PPU 150

■ Executive Support Services

Inuit Culture and Linguistics Evaluation Study

Description: This bank is comprised of two sections: (a) Inuktitut language promotion, containing information on all of the 11 Canadian organizations involved in Inuktitut language promotion; and (b) Inuktitut magazine, containing information on the receipt, use and acceptance of the magazine in Inuit households. The bank contains data on the magazine's content, orthographies, language preference, and the age, education level and area of employment of persons interviewed. ***Class of Individuals:*** Members of Canadian organizations involved in Inuktitut language development, as well as Inuit, and other persons interviewed. ***Purpose:*** The purpose of this bank is to identify any gaps or duplication of efforts in order to determine the Department's future role in the area of Inuktitut language development. This information is also used to evaluate the effectiveness of Inuktitut magazine. ***Retention and Disposal Standards:*** Records are retained for five years and are then transferred to the National Archives of Canada for selective retention. ***TBS Registration:*** 002537 ***Bank Number:*** INA PPU 175

Survey Data for Program Evaluations

Description: This bank contains socio-demographic characteristics attitudes and opinions of the department's clientele, as well as data on how the clientele has used and plans to use departmental and other related federal programs. ***Class of Individuals:*** Relates to the Indian and Inuit population of Canada and to other Native and Northern population segments. ***Purpose:*** This information will serve to evaluate departmental programs and policies. ***Retention and Disposal Standards:*** Records are retained for five years. ***TBS Registration:*** 002666 ***Bank Number:*** INA PPU 205

■ Finance and Professional Services

Access to Information and Privacy Requests

Description: This bank contains requests for access to information sent by individuals requesting access to their files, the replies to such requests and information related to their processing. This bank also contains requests submitted by third parties seeking disclosure of personal information under the categories of permitted disclosures to third parties outlined in subsection 8(2) of the Privacy Act. ***Class of Individuals:*** Individuals who apply, under the Access to Information Act or the Privacy Act, for access to information; or third parties requesting access to information about other individuals. ***Purpose:*** The information is used to process access requests in accordance with the Access to Information Act and the Privacy Act. ***Consistent Uses:*** The bank is used to report to Treasury Board and to Parliament on requests received under the Access to Information Act and Privacy Act; to verify the identity of requesters; and for the purpose of consultations with other government institutions. ***Retention and Disposal Standards:*** Records are retained for two years. ***TBS Registration:*** 002539 ***Bank Number:*** INA PPU 186

Consulting, Professional and Other Services Inventory

Description: This bank is a list of firms and individuals from whom consulting, professional and other services may be obtained. The inventory contains the names of firms or individuals, as well as the field of expertise and type of service they offer. ***Class of Individuals:*** Firms and individual consultants. ***Purpose:*** The inventory is consulted by departmental managers when a need arises for consulting, professional or other services from the private sector. ***Retention and Disposal Standards:*** Records are retained for five years and are then transferred to the National Archives of Canada for selective retention. ***TBS Registration:*** 002538 ***Bank Number:*** INA PPU 181

Indian Art

Description: This bank consists of files in the Art Centre relating to artists' biographies, information on exhibitions, the artists and their work. ***Class of Individuals:*** Indian and Metis artists. ***Purpose:*** The purpose of this bank is to provide information on Indian artists in order to enhance the understanding of the art in the collection. ***Consistent Uses:*** The information is available to art curators and researchers of Indian art. In addition, the Indian Art Centre has visual documentation on slides and photos of the art. ***Retention and Disposal Standards:*** Records are retained for 30 years and are then transferred to the National Archives of Canada for permanent retention. ***TBS Registration:*** 002540 ***Bank Number:*** INA PPU 200

Information Disclosed to Federal Investigative Bodies

Description: This bank contains a copy of access request or Treasury Board form 350-68(83/2), Request for Disclosure to Federal Investigative Bodies, forwarded by investigative bodies as listed in Schedule II of the Privacy Act to DIAND under section 8(2)(e) of the same Act. This bank also contains the replies to such requests and gives particulars related to their processing. ***Class of Individuals:*** Persons being investigated by federal law investigative bodies. ***Purpose:*** The purpose of this bank is to verify the conditions of disclosure to federal law enforcement bodies which are met under section 8(2)(e) of the Privacy Act and to account to the Privacy Commissioner for the report on the number of access requests received annually under the Privacy Act. ***Retention and Disposal Standards:*** Files are retained for two years after date of last correspondence. ***TBS Registration:*** 001739 ***Bank Number:*** INA PPU 195

Manuals

Economic Development

- Indian Economic Development Fund-Direct Loan Operating Manual

Indian Services

- Capital Management Manual
- Capital Management Funding and Operational Handbook
- Capital Planning Process
- Classification of Indian Bands by Geographic Zones
- Guidelines for Band Councils (British Columbia)
- Guidelines for Housing (British Columbia)
- How to Get Project Approvals
- Local Government Authorities Manual
- Local Government Finance Manual (British Columbia)
- Local Government Program Development Manual (British Columbia)

- National Housing Act
- National Standards for Child Welfare and Draft Adult Care Standards
- National Standards for the Social Assistance Program, with Corresponding Regional Manuals
- Off-Reserve Housing Regulations
- On-Reserve Housing Operating Manual (British Columbia)
- Program Directive, Indian/Inuit Management Development Program
- Program Circular Appendix D-6-1 on Band Support Operational Guidelines
- Program Circular D-1 on Indian Local Government
- Program Circular D-2 on District Councils
- Program Circular D-4 on Band Operated Local Services
- Program Circular D-5 on Band Employee Benefits Plan
- Program Circular D-5-1 on Band Employee Benefits Operational Guidelines
- Program Circular D-6 on Band Support Funding
- Program Procedure, Indian/Inuit Management Development
- Program Procedures – Ministerial Guarantee Process
- Rental Housing (British Columbia)
- Residential Rehabilitation Assistance Program (RRAP)
- Terms and Conditions for Contribution Agreements
- Terms and Conditions on Housing Regulations – P.C. 1981-810
- Terms and Conditions Respecting the Housing of Individual Indians on Reserves – P.C. 1980-2753

Lands, Revenues and Trusts

- Land Management and Procedures
- Indian Lands Registration Manual
- A Guidebook for Electoral Officers
- Estates Procedures Manual
- Indian Registration Field Manual
- Indian Registration System User Manual
- Indian Band By-Law Handbook

Northern Affairs

- Annual Northern Expenditure Plan Procedures Manual
- Environmental Screening Guidelines
- ESRF Guidelines for Applications for Payment
- ESRF Guidelines for Levies
- ESRF Guidelines for Study Proposals
- Fire Management Manual – Yukon Territory
- Guidelines for Claim Settlement Implementation Planning

Finance and Professional Services

- The Person-Year Control System: User manual
- Strategic Data Analysis Terms of Reference
- 10-2 Financial Management Manuals (Vol. 1, 2 and 3)
- 10-3 Contract Administration (Vol. 1 and 2)
- 10-4 Materiel Management
- 10-5 Administration
- 10-7 Engineering and Architecture Manual
- 10-8 Information Systems Management
- 10-10 Records Management

Communications

- Communications Standards and Procedures Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

The Department encourages requesters to utilize the present lines of communication and to request personal information through informal channels. The intent is to make available as much information as possible through informal channels. Therefore enquiries for personal information should be made directly, where possible, to the departmental office having control of the record(s) concerned. For further information contact the departmental or regional coordinator.

Indian and Inuit Affairs Regional Offices

Atlantic

40 Havelock Street
P.O. Box 160
Amherst, Nova Scotia
B4H 3Z3

Ontario

Sir Arthur Meighen Building,
Fifth Floor, 25 St. Clair Avenue East
Toronto, Ontario
M4T 1M2

Quebec

320 St. Joseph Street East
P.O. Box 3725, Station
Saint-Roch
Quebec, Quebec
G1K 7Y2

Manitoba

275 Portage Avenue, Room 1100
Winnipeg, Manitoba
R3B 3A3

Saskatchewan

2nd Floor, South Albert Plaza
4211 Albert Street
Regina, Saskatchewan
S4S 3R6

Alberta

630 Canada Place, 9700 Jasper Avenue
Edmonton, Alberta
T5J 4G2

British Columbia

1550 Alberni Street, Suite 300
Vancouver, British Columbia
V6G 3C5

Northwest Territories

Bellanca Building
4914 – 50th Street
P.O. Box 2760
Yellowknife, Northwest Territories
X1A 1R6

Yukon

P.O. Box 4100
Whitehorse, Yukon
Y1A 3S9

Northern Affairs Regional Offices

Northwest Territories

P.O. Box 1500
Yellowknife, Northwest Territories
X1A 2R3

Yukon

200 Range Road
Whitehorse, Yukon
Y1A 3V1

Reading Room

As required under the Access to Information Act, the library of this institution has been designated as a public reading room: The address is:

Room 1400
North Tower, Les Terrasses de la Chaudière
10 Wellington Street
Hull, Quebec

(819) 997-0811

Industry, Science and Technology

Chapter 57

General Information

Background

The Act of Parliament establishing the Department of Industry, Science and Technology (ISTC) was proclaimed into force on February 23, 1990. ISTC was created from the former Department of Regional Industrial Expansion (DRIE) and the former Ministry of State for Science and Technology (MOSST).

Responsibilities

The mandate of the Department of Industry, Science and Technology is to act in full partnership with the private sector, the science community and other levels of government to promote international competitiveness and industrial excellence in Canada; to renew and rebuild our scientific, technological, managerial and production base; and to bring together in a concerted way the talents required to guarantee Canada's place in the first rank of industrial nations. The focus of ISTC policy development, program and service delivery, and its advocacy role inside and outside government can be summed up as building competitiveness.

Legislation

- Agricultural and Rural Development Act, R.S.C. 1985, c. A-3
- Atlantic Enterprise Loan Insurance Regulations, SOR/86-524 as amended
- Automotive Manufacturing Assistance Regulations, CRC, Vol. X, C. 966
- Baie Verte Mines Inc. Regulations, SOR/82-896 as amended
- Baie Verte Mines Inc. Regulations, 1985, SOR/86-262
- Baie Verte Special Area Order, SOR/82-880
- Canada Cycle and Motor Company Limited Enterprise Development Regulations, SOR/78-415
- Canadian Industrial Renewal Regulations, SOR/81-850 as amended
- Cape Breton Corporation Act, R.S.C. 1985, c. C-25
- Cape Breton Development Loan Insurance Regulations, SOR/86-539
- Cheticamp/Grand Etang Fishermen's Co-operative Society Limited Regulations, SOR/83-509
- Chrysler Canada Ltd. Regulations, 1982, SOR/82-926 as amended
- Consolidated Computer Incorporated Adjustment Assistance Regulations, CRC, Vol. X, c. 967
- Consolidated Computer Incorporated Enterprise Development Regulations, CRC, Vol. X, c. 968
- Consolidated Computer Inc. Regulations, SOR/81-693
- Corporations and Labour Unions Returns Act R.S.C. 1985, c. C-43
- Corporations and Labour Unions Returns Regulations, SOR/84-125 as amended
- Department of Industry, Science and Technology Act, S.C. 1990, c. 1
- Enterprise Development Regulations, CRC, Vol. X, c. 969 as amended
- Federal Business Development Bank Act, R.S.C. 1985, c. F-6
- Fednor Loan Insurance Regulations, SOR/88-503
- Footwear and Tanning Industries Assistance Regulations, CRC, Vol. X, c. 970
- Ford New Holland, Inc. Loan Regulations, SOR/87-220
- GM Loan Regulations, SOR/87-210
- General Adjustment Assistance Regulations, CRC, Vol. X, c. 971
- Industrial and Regional Development Act, R.S.C. 1985, c. I-8
- Industrial and Regional Development Regulations, SOR/83-599 as amended
- Investment Canada Act, S.C. 1985, c. 20
- Investment Canada Regulations, SOR/85-611 as amended
- Maislin Industries Limited Regulations, SOR/82-791 as amended
- Marine Industries Limited Regulations, SOR/86-1127
- Massey-Ferguson Limited Guarantee Regulations, SOR/81-576 as amended
- Nardeaux Canada Ltée. Regulations, SOR/87-272
- National Design Council Act, R.S.C. 1985, c. N-6
- National Research Council Act, R.S.C. 1985, c. N-15
- Natural Sciences and Engineering Research Council Act, R.S.C. 1985, c. N-21
- Northern Ontario Loan Insurance Regulations, SOR/88-503
- Pêcheurs Unis du Québec Regulations, SOR/83-549 as amended
- Regional Development Incentives Act, R.S.C. 1970, c. R-3
- Regional Development Incentives Act Regulations, CRC, Vol. XV, c. 1386
- Science Council of Canada Act, R.S.C. 1985, c. S-5
- Shipbuilding Industry Assistance Regulations, CRC, Vol. III, c. 348
- Shipbuilding Temporary Assistance Program Regulations, CRC, Vol. III, c. 349 as amended
- Ship Construction Subsidy Regulations, CRC, Vol. III, c. 347
- Small Business Investments Grants Act, S.C. 1980-81-82-83, c. 147
- Small Business Investments Grants Act Regulations, SI 84-108
- Small Businesses Loans Act, R.S.C. 1985, c. S-11
- Small Businesses Loans Act Regulations, CRC Vol. XVII, c. 1501 as amended
- Special Areas Act, R.S.C. 1985, c. S-14
- St. Anthony Fisheries Limited Regulations, SOR/82-611
- St. Mary's Paper Inc. Regulations, SOR/87-239
- Textile and Clothing Board Act, R.S.C. 1985, c. T-9

- The Lake Group Ltd. Regulations, SOR/82-627
- Trident Aircraft Ltd. Regulations, SOR/80-325
- Versatile Pacific Shipyards Inc. Regulations, SOR/87-95

Organization

■ Industry, Technology and Regional Operations

The sector promotes internationally competitive Canadian industries with particular emphasis on the development and diffusion of key science and technological capabilities which enhance industrial competitiveness.

Environmental Affairs Branch: Co-ordinates and integrates the department's input to the government's environmental regulatory initiatives and promotes the development and diffusion of key environmental science and technological capabilities which enhance industrial competitiveness.

Forest Industries Branch: The Branch is responsible for the Government interface with industries that process and manufacture forest products. The Branch formulates policy recommendations and undertakes program delivery, either directly or in conjunction with regional offices and other departments, as well as supplying expertise on all matters involving the forest products industries.

Chemicals & Bio-industries Branch: Through sectoral analyses, advocacy activity and on-going monitoring, the Branch provides advice and support on international trade negotiations, foreign investment and policy concerns in the biotechnology, pharmaceuticals medical devices, energy, petrochemicals, inorganic chemicals, fine chemicals and formulated chemicals industries. The Branch is also responsible for delivery of the Strategic Technologies Program (STP) in the biotechnology area.

Information Technologies Industry Branch: The Branch is responsible for the development and execution of policies, strategies and programs that promote international competitiveness in the information technologies industry in Canada and, through the use of modern management practices and information technology, more competitive manufacturing, resource processing and service sectors. The Branch is instrumental in constructing linkages between industry, government and the academic and research communities across Canada and throughout the world. Its main objectives are high value-added job creation, an effective R&D environment, increased manufacturing output, and enhanced trade performance for this critical sector.

Food Products Branch: The Branch is responsible for maintaining a knowledge base on Primary Food Products, Processed Food and Beverage Products, and Seafood and Marine Products and acting as a contact point for industry with government. It is also responsible for policy analysis and advocacy in these sectors.

Planning, Program and Regional Services Branch: Performs a planning function for the Industry, Technology and Regional Operations Sector, a coordinating and synthesizing function on a cross-sectoral basis for the policy and program development outputs of the Sector Branches, a monitoring and control function with respect to financial management and a special projects function for the Senior ADM, Industry, Technology and Regional Operations sector. The Branch also supports the Senior ADM in the general management of the regional offices. In addition, it serves as a focal point for the Department on programs; specifically in the design and delivery of programs, maintaining and enhancing a program information system, monitoring program delivery and providing support and services to all case boards.

Regional Offices: The Regional Offices in all provinces and territories are ISTC's front-line delivery points for programs and services, particularly to small and medium-sized businesses. They also serve as the delivery and co-ordination points for the international trade services and programs of DEA through International Trade Centres in each office. A wide range of support is thus provided in the areas of intelligence and business information, trade and market development, technology and industrial development. Regional Offices also offer a window for ISTC on the industrial, technology, investment and market development needs and opportunities within the provinces. They liaise with other federal departments and agencies, manage the Department's relations with provincial governments, administer federal-provincial agreements, and are reasoned advocates for their clients.

Consumer Products Branch: The Branch is responsible for developing and maintaining a knowledge base for a wide range of consumer products, acting as a contact point for industry with government and for identifying and assessing emerging issues of importance to these sectors.

Materials: The Branch is responsible for the development, promotion, implementation and delivery of strategic policies, programs and services to stimulate the industrial and economic growth and international competitiveness of the Materials Industries in Canada, including the primary and secondary metals; minerals; plastics; polymers and rubber industries, and advanced industrial materials industries. The Branch is also accountable for monitoring the activities of the Cape Breton Development Corporation (DEVCO).

Services to Business Branch: The Branch is the focal point for product development for ISTC services to industry, delivering a number of specific services designed to help businesses increase sales and productivity, locate new markets, and assess new production opportunities. These services include the Business Opportunities Sourcing System (BOSS), Market Intelligence Services, the Interfirm Comparison Program, the Canada Awards for Business Excellence, DISTcovery, Technology Outreach Program (TOP) and Technology Opportunities Showcase.

■ Capital Goods and Service Industries

This sector promotes the international competitiveness of Canadian industry with particular emphasis on the development and diffusion of key technological capabilities which enhance industrial competitiveness. The sector covers Canadian industries in aeronautics, defence electronics, space, shipbuilding, automotive, urban transit and rail, industrial and electrical equipment, services and construction as well as capital projects.

Defence Electronics and Space Systems Branch: The Branch is responsible for structuring a policy framework for the formulation of sectoral policies, plans and services to ensure a coherent and effective approach to fostering the industrial and economic development of Canada's defence electronics and space systems; devising industrial benefit strategies to ensure maximum benefits for this sector's industries through participation in major government purchasing activities; and planning, developing and implementing the Defence Industrial Productivity Program (DIPP) with respect to these sectors.

Special Projects Branch: Focuses on financial and economic analysis and financial management of major projects, in-depth sectoral competitiveness analysis, the analysis of the impact of subsidies on competitiveness, and strategic industrial and corporate analysis in support of the sector policy formulation, investment, trade, market and strategic analytical activities of the ITRO and CGSI Sectors.

Shipbuilding, Marine and Land Defence Systems Branch: Responsible for program and policy development, sector intelligence, and corporate relations designed to promote the establishment, improvement, market development, and general economic health of the marine and land sectors. Also responsible for industrial benefits from Major Crown Projects and the delivery of the Defence Industry Productivity Program to these sectors.

Aeronautics Branch: The Branch is responsible for sectorial analysis (including competitiveness analysis), the development of the sectorial knowledge base (including market intelligence), and for sectorial policy analysis and development to promote the development and expansion of the Canadian aeronautics industry. Develops industrial benefits policy for the achievement of industrial and regional benefits through federal government purchases of aerospace products and services, manages the delivery of the Defence Industry Productivity Program (DIPP) to the sector.

Planning, Coordination and Control Branch: The Branch is responsible for the coordination of strategy, policy program development and advocacy activities of the Sector Branches in the Capital Goods and Service Industries sector, for developing positions and providing advice on Corporate and Sectoral policy issues, for directing the planning and implementation of a strategic framework for ISTC's international strategies and priorities, the general direction of CGSI Sector planning activities and advising on the management and allocation of financial and human resources.

Service and Construction Industries Branch: The Service and Construction Industries Branch is the Department's focal point for interface with the service and construction industry sectors. Branch coverage includes: consulting and engineering services; business and professional services; distribution services; construction industry and capital projects; and the Construction Industry Development Council (CIDC). The Branch is also responsible for the development and implementation of sector related policies and programs required in support of the Department's industrial development objectives, its international competitiveness initiatives, and Canada's prosperity agenda.

Automotive, Urban Transit and Rail Branch: The Branch is responsible for developing policies and programs and implementing strategies for the automotive, urban transit and rail industries, with the objective of improving their contribution to manufacturing output, employment, balance of trade and regional development.

Industrial and Electrical Equipment and Technology Branch: Promotes industrial development, export sales, and investment in advanced equipment and technology in the agricultural, construction, electrical and energy, material handling, mining, pulp and paper, forestry and marine and ocean industry equipment industry sectors. The Branch is also responsible for the development of the domestic market for the above-mentioned equipment.

■ Policy

The Policy Sector is responsible for leading the development of industry and technology policy for the Department, and for influencing policies of other government departments in order to enhance the business climate and to promote Canada's international industrial competitiveness and scientific and technological excellence. The Sector's activities include the analysis of economic factors and trade issues which affect industrial competitiveness and market access, as well as strategic policy and direction setting. The Sector also conducts consultations with client groups, other federal government departments, and provincial governments, and represents industry interests.

Industrial Competitiveness Branch: Conducts microeconomic analysis and policy development aimed at improving the international competitiveness of Canadian industry. It develops and maintains industrial, trade, and research and development databases; carries out analytical projects; and leads in the development of the overall policy framework for the Department and for specific industry sector initiatives. The Branch is also responsible for policy analysis and advocacy activities for programs and regulatory and non-regulatory policies that affect the competitiveness of Canadian industry. This work supports the Department's activities with respect to taxation and business financing, environmental protection, quality of the labour force, competition policy, transportation and consumer protection.

Technology Policy Branch: Provides policy advice and strategic direction regarding the integration of technology into the industrial structure of the economy. The Branch's responsibilities include the analysis, development and coordination of domestic and international policies and programs designed to build industrial innovation capacity, as well as capabilities in the enabling technologies that are important for competitiveness. In executing its mandate, the Branch has the lead within ISTC for strategic technologies policy in areas such as biotechnology and advanced materials, technology diffusion policy, and international science and technology policy development, which includes bilateral relations with Japan and Europe and multilateral institutions such as the Organization for Economic Cooperation and Development (OECD) and the Human Frontier Science Program.

Entrepreneurship and Small Business Office (ESBO): Besides providing support to the Minister of State for Small Businesses and Tourism, this Office is responsible for developing, formulating and implementing policies for small business; representing small business interests through strong links with the business community, major associations and government departments; and increasing the knowledge base on small business in Canada. The Office also has a mandate to implement Cabinet directives regarding the reduction of unnecessary paperwork, and the initiatives under the National Policy on Entrepreneurship.

Trade Policy and International Planning Branch: Co-ordinates, analyzes and advocates industrial and technology policy and program interests as they bear upon the formulation and execution of trade policy. The Branch is responsible for development of Canadian policy positions regarding multilateral trade negotiations, for implementation of the Canada-U.S. Free Trade Agreement, for other bilateral trade negotiations, and for meetings of the General Agreement on Tariffs and Trade (GATT) and the Organization for Economic Co-operation and Development (OECD). As well, the Branch has lead responsibility within ISTC for Inter-provincial trade matters; it participates directly in bilateral and multilateral trade negotiations, and co-ordinates ISTC's trade involvement with other departments.

Policy Services Branch: Provides the Policy Sector and the Department with services related to corporate planning, evaluation, cabinet briefings, and federal-provincial relations. These services are aimed at improving the coherence of the Department's formulation and implementation of policy in industry, science and technology.

■ Science Sector

This group promotes and advocates excellence in science and integrates science with technology and industry in national policies and programs to:

- enhance Canada's scientific performance and capabilities;
- support industrial innovation and competitiveness; and
- support the emerging Environment and Education initiatives.

University and College Affairs Branch: Is the primary responsibility centre for policy development, program management, coordination and advocacy relating to university-based research, the training of highly qualified personnel and university-private sector collaboration. It manages the Canada Scholarships program and grants to the Royal Society of Canada and the Canadian Institute for Advanced Research and is responsible for policy relating to the Networks of Centres of Excellence Program.

Science Strategy and Federal Research Branch: Has responsibility for policy development, policy and program coordination and policy advocacy on science issues and science priorities. Specifically, the Branch deals with policy issues such as commercialization, technology transfer and Big Science; advises on science and technology policy priorities and the strategic direction and funding levels of the National Research Council; and, develops initiatives in support of government science and technology objectives.

The Branch also coordinates the activities of other science-based departments and agencies through such activities as the Annual Overview process; supports science initiatives in key priority areas; across the government; and, develops incentives to improve performance and capability of federal S&T personnel.

Secretariat for the National Advisory Board on Science and Technology: Provides policy advice, coordination and administrative services to the Board. These responsibilities include the coordination, liaison, planning and prioritizing of Board activities, ensuring that the Prime Minister receives the benefit of the advice and counsel on science and technology from a comprehensive cross-section of prominent Canadians. In addition, the Secretariat provides guidance on the implications of Board recommendations, and ensures that effective strategies are developed so that the Canadian government can effectively respond to these recommendations.

S&T Public Awareness Campaign Secretariat: Promotes the development of a long-term national effort that involves governments, the private sector, educators and others in initiatives to raise public awareness and understanding of S&T.

Science Culture Canada program: Provides funding of $2.5 million annually for projects and activities designed to increase public awareness of science and technology. Competitions for funding are held twice per year in April and October. Submissions to Science Culture Canada are reviewed by a non-government evaluation committee of experts in S&T awareness which provides recommendations for funding to a management committee chaired by ISTC. The program is currently administered by the Department of Supply and Services under the direction of the management committee.

■ Finance, Personnel and Administration

This office advises on policy making and program direction; designs and co-ordinates the Department's management planning and control process; and provides financial and information services and management support.

Human Resources Branch: Responsible for human resource planning; staffing; training and development; employee advisory and career services; organization and classification; staff relations; grievances; pay and benefits; employment equity; official languages; and redeployment.

Comptroller's Branch: Provides financial management advice on policy, planning, programming and budget decisions. It develops, implements and maintains financial policies and systems; provides financial training; maintains the accounting records and accounts for the reports on the use of financial resources; develops policies and provides advice on the financial administration of financial assistance projects; and provides financial advisory services.

Information Management Branch: Responsible for computer operators and user services; systems development, data and technical services; office systems; and telecommunications and information resource management.

Administrative Services Branch: Oversees all matters relating to administrative policy development, passport control, contracting and materiel administration, property administration, teleconferencing, forms management, printing and duplicating, records management, micrographics, library services, mail and messenger services, and safety and security.

Access to Information and Privacy (ATIP) Office: Oversees the administration and policy development of the Access to Information Act and the Privacy Act as related to the Department. It processes formal requests, advises senior management on the administration of the legislation and the disposition of cases, and promotes awareness of the legislation within the Department.

Small Business Loans Administration Branch: The Branch administers the Small Business Loans Act (SBLA) on behalf of Industry, Science and Technology Canada and the federal government's regionally-based economic development agencies. Its activities include loan registration, processing of claims and loan recoveries. The SBLA is designed to help new and existing small business enterprises obtain intermediate term loans from chartered banks and other designated lender to help finance specified fixed asset needs.

Public Service 2000 Plus Secretariat: Reporting to the Departmental Management Committee, the Secretariat develops strategies for the implementation of the ISTC Corporate Development and PS 2000 initiatives. It is also responsible for informing ISTC employees on PS 2000 matters and maintaining liaison with the National PS 2000 Secretariat, central agencies other government departments and non-governmental organizations to monitor the implementation of corporate development initiatives.

■ Aboriginal Economic Programs

The Aboriginal Economic Programs (AEP) Sector is responsible for administering the components of the Canadian Aboriginal Economic Development (CAED) Strategy which relate to business development. The objective of all AEP programming is to foster increased economic self-reliance for Canada's Aboriginal citizens through the establishment of a strong Aboriginal private sector.

Support is available to all Status and non-Status Indians, Métis, and Inuit in all parts of Canada. Specific ISTC programming under the CAED Strategy includes the Aboriginal Business Development Program, Joint Ventures Program, Aboriginal Capital Corporations Program, and the Research and Advocacy Program.

AEP operates in conjunction with a national and two regional Aboriginal Economic Development Boards, composed principally of Aboriginal business persons. Appointed by Order-in-Council, the boards review and advise the Minister of State (Small Businesses and Tourism) on projects, as well as advocate the interests of Aboriginal enterprise.

■ Tourism Canada

The Tourism Canada mission is to encourage and support the economic growth, excellence and international competitiveness of the tourism industry in all parts of Canada.

Product Development Branch: Maintains a comprehensive knowledge base of tourism products; performs product analyses; develops strategies, plans, programs and services and promotes and delivers these to the industry and other partners; conducts policy and program analyses, advocacy and liaison with other federal government departments and agencies to influence their policies and programs impacting on tourism; ensures an effective liaison with industry associations and international organizations (OECD, WTO).

Market Development Branch: Develops and implements the federal government policies and programs to market Canada internationally. It works with other federal departments, other governments and the private sector in an attempt to co-ordinate Canada's international tourism marketing activities to increase tourist revenues to Canada. Market Development's programs create awareness internationally of Canada as a travel destination and provides the Canadian industry with assessments of international market opportunities.

Research Directorate: Undertakes and contracts for research on Canada's tourism markets, products and competition to facilitate decision-making by governments and the tourism industry. The major activities are core surveys/databases/models; core economic analysis/market surveys; information/intelligence services to the industry; and demand-driven research.

■ Prosperity Secretariat

The secretariat plays an integrating and co-ordinating role, linking the results of the various prosperity initiative consultations to an action plan, and reinforcing the overall objective to develop consensus and partnerships among the various stakeholders.

■ The Office of the Corporate Secretary

The Office directs and co-ordinates the organization and analysis of the information and the decision-making systems required by the Ministers, the Deputy Minister and the Associate Deputy Minister.

■ Operations Audit

This office provides senior management with an independent assessment of the efficiency, economy and effectiveness of internal management policies, practices and controls.

■ Communications Branch

The Branch provides a focal point for relaying information about ISTC programs, policies and projects to the business community and the general public; and provides films, visual materials and publications on ISTC programs and services. It co-ordinates the activities of regional communications services and provides specialized assistance to these offices as required; maintains contact with other federal institutions, other levels of government and the private sector.

Information Holdings

Program Records

The following are the centralized classes of information maintained by Industry, Science and Technology.

■ Industry, Science and Technology (ISTC) - General

Canada Awards for Business Excellence
Description: Covers subjects relating to Canada Awards for Business Excellence. *Topics:* Dealings with businesses, industries and individuals, relating to specific categories of Canada Awards for Business Excellence, finalists and winners in each category; presentation ceremony events such as public relations, invitations, banquet, entertainment; promotion such as mailing list, advertising, entry kits, entry solicitations, flyers, pins, buttons, posters; proposals such as reports, bids, etc. from consultants who want to participate in the adjudication and events and networks of centres of excellence. ***Program Record Number:*** IST IST 101

Economic and Statistical Analysis
Description: Covers subjects relating to Economic and Statistical Analysis. *Topics:* Regional intelligence relating to regional and provincial economic growth and industrial development intelligence, science and technology statistics, statistical and data base services. ***Program Record Number:*** IST IST 102

Entrepreneurship and Small Business
Description: Covers subjects relating to Entrepreneurship and Small Business. *Topics:* The analysis of small business issues and development of policy and program options, advocacy of small business interests within the department and across the federal government and promotion of entrepreneurship. ***Program Record Number:*** IST IST 103

Framework Policies
Description: Covers subjects relating to framework policies. *Topics:* The broad outline of the economic government policy, tax policies, regulations, competition and other specific framework policies; environmental regulations; industrial strategies and key elements of the department policy framework; labour market and employment relevant to industrial development; major areas of economic regulations; subjects relating to particular sectors, organized according to the department sector branches; analysis of impacts on tax reform; advice on small business financing instruments; assessment of adequacy of venture capital and financing of high-tech companies; Canadian and foreign financial systems with principal attention to the availability of capital and regulations within the Financial Services sector; economic and policy analysis of Canada's investment performance and policies and taxation framework policies. ***Program Record Number:*** IST IST 104

Industry, Science and Technology (ISTC) - General
Description: Covers subjects of a general nature relating to departmental activities not shown elsewhere in this section or in any other operational section. ***Program Record Number:*** IST IST 100

Initiatives
Description: Covers subjects relating to initiatives. *Topics:* Broad policy measures and action plans in Canada, affecting science and technology in Canada. ***Program Record Number:*** IST IST 105

Major Crown Projects
Description: Covers subjects relating to the administration of major crown projects. *Topics:* Overview of the evaluation and allocation of funds for various projects identified and requested in relation to the department's major crown projects. ***Program Record Number:*** IST IST 106

Research and Development
Description: Covers subjects relating to research and development. *Topics:* Research and development as engines of economic industrial growth; institutions and organizations whose main purpose is to conduct research or develop technology centres; university research and development. ***Program Record Number:*** IST IST 107

Strategic Technologies
Description: Covers subjects relating to strategic technologies. *Topics:* The identification and encouragement of technologies which are critical to industrial development. ***Program Record Number:*** IST IST 108

Technology Change
Description: Covers subjects relating to technology change. *Topics:* The effects of the introduction of new technologies on the human condition. ***Program Record Number:*** IST IST 109

■ Departmental Programs

Aboriginal Economic Programs
Description: Covers records related to fostering the increased economic self-reliance for Canada's Aboriginal people through the establishment of a strong Aboriginal private sector. *Topics:* All components of the Canadian Aboriginal Economic Development (CAED) Strategy relating to Business Development, Joint Ventures, Capital Corporations and Research and Advocacy; Special Agricultural & Rural Development; Native Economic Development. Programs (description): Covers records relating to departmental assistance programs and includes such material as initial contact, request for information, investigation and analysis, project monitoring, financial statement review and program evaluation. The

following programs are included: Aboriginal Business Development & Joint Ventures Program; Aboriginal Capital Corporations; Native Economic Development Program; Special Agricultural & Rural Development; Aboriginal Business Loan Insurance Program; Aboriginal Research and Advocacy Program. ***Program Record Number:*** IST IST 203

Industry & Technology Development (including Tourism)

Description: Covers records related to the promotion of internationally competitive Canadian industries with particular emphasis on the development and diffusion of key science and technological capabilities which enhance industrial competitiveness; also covers records related to the tourism industry in all parts of Canada. ***Topics:*** All Canadian industries including goods producing, resource processing and services; also includes subjects related to the economic growth, excellence and international competitiveness of the Canadian tourism industry. Programs (description): Covers records relating to departmental assistance programs and includes such material as initial contact, request for information, investigation and analysis, project monitoring, financial statement review and program evaluation. The following programs are included: Defence Industry Productivity Program; Advanced Manufacturing Technology Application Program; DRIE Act Section 5; ISTC Act - Special Assistance; Microelectronics & Systems Development Program; St. Lawrence R. Environmental Technology Development Program; Strategic Technologies Program; Technology Opportunities in Europe Program; Technology Outreach Program; Technology Outreach Program - Adv. Indust. Mat; Enterprise Development Program; Ontario Cultural & Convention Centres; Acid Rain Abatement Program; Tourism; Maritime Tourism Initiative Program; Sector Campaigns (344: Secondary Wood Products; 347: Environment Industries; 550: Forest Products - Market Dev; 574: Forest Products - Timber Frame; 556: Medical Devices; 341: Automotive Components (P); 553: Forest Products R&D Innovation; 577: Fishery Products (P); 571: Fashion Apparel; 580: Software; 583: Urban Transport; 586: Photonics; 559: Advanced Manufacturing Technology; 562: Ocean Industries; 565: Canadian Wine Institute; 568: Fuel Cells; 589: Education & Training); Miscellaneous programs which expired but which may have a small number of projects still not completed. ***Program Record Number:*** IST IST 201

Management & Administration

Description: Covers records related to miscellaneous programs which are now under the responsibility of Finance, Personnel and Administration. ***Topics:*** Any aspect of the department's current or prior mandate. Programs (description): Covers records relating to departmental assistance programs and includes such material as initial contact, request for information, investigation and analysis, project monitoring, financial statement review and program evaluation. The Small Business Loans Act is included in this category. ***Program Record Number:*** IST IST 206

Policy Development & Advocacy (including Small Business)

Description: Covers records related to policy development and coordination in support of departmental/government-wide functions in the areas of economic technology, industry, trade and small business policy development. ***Topics:*** Economics, technology, industry, trade and small business policy development. Programs (description): Covers records relating to departmental assistance programs and includes such material as initial contact, request for information, investigation and analysis, project monitoring, financial statement review and program evaluation. The following programs are included: Entrepreneurship Awareness Program; G&C's for Non-Profit Organizations Program; Management Excellence in Small Business. ***Program Record Number:*** IST IST 202

Regional Development

Description: Covers records related to the promotion of regional economic development. ***Topics:*** Economic development in areas of Canada where low incomes and slow economic growth are prevalent or where opportunities for productive employment are inadequate. Programs (description): Covers records relating to departmental assistance programs and includes such material as initial contact, request for information, investigation and analysis, project monitoring, financial statement review and program evaluation. The following programs are included: Federal Economic Development Initiative in Northern Ontario (FedNor); Atlantic Enterprise Program; Industrial & Regional Development Program; Various federal-provincial economic & regional sub-agreements; Miscellaneous programs which expired but which may have a small number of projects still not completed. ***Program Record Number:*** IST IST 204

Science Advocacy and Coordination

Description: Covers records related to the department's special responsibilities in science policy. ***Topics:*** Pursuit of scientific knowledge and expansion of Canada's intellectual resources in science. Programs (description): Covers records relating to departmental assistance programs and includes such material as initial contact, request for information, investigation and analysis, project monitoring, financial statement review and program evaluation. The Canadian Scholarship Program is included in this category. ***Program Record Number:*** IST IST 205

■ Industrial Benefits Projects

Industrial Benefits Projects

Description: Covers subjects relating to industrial benefits projects. ***Topics:*** Technical information, reports, statistics, etc. relating to aerospace, marine and vehicle and other specific industrial benefits projects. ***Program Record Number:*** IST IST 300

■ International/Industrial Cooperation - General

Business Opportunities Sourcing System

Description: Covers subjects relating to Business Opportunities Sourcing System. *Topics:* The creation, development and design changes of the Business Opportunities Sourcing System, which is used as a source of reference by Canadian and foreign buyers seeking goods and services; inquiries for questionnaires; supplies related information; directories and listings etc. and is updated monthly by contact with federal regional offices and provincial counterparts. ***Program Record Number:*** IST IST 401

Duty Remissions

Description: Covers subjects relating to duty remissions. *Topics:* Requests from industry for remission of customs duties and sales tax under Standing Authority Memorandum D8 (Duty 8) and Standing Authority Memorandum D17 (Duty 17). ***Program Record Number:*** IST IST 409

Economic Commission for Europe (ECE)

Description: Covers subjects relating to Economic Commission for Europe. *Topics:* Cooperation and liaison activities with ECE. This includes committees, standards, etc. ***Program Record Number:*** IST IST 411

European Economic Community (EEC)

Description: Covers subjects relating to European Economic Community. *Topics:* Cooperation and liaison activities with EEC. This includes committees, standards, etc. ***Program Record Number:*** IST IST 410

Fairs and Exhibitions

Description: Covers subjects relating to fairs and exhibitions. *Topics:* The exploitation of foreign markets at Canadian and foreign trade fairs and exhibitions. ***Program Record Number:*** IST IST 402

General Agreement on Tariffs and Trade (GATT)

Description: Covers subjects relating to General Agreement on Tariffs and Trade. *Topics:* General and industrial issues, committee meetings, statistical reports, responses from industry and provinces, posts, etc. relating to GATT government procurement. Work programs relating to resource products, safeguards, subsidy code/countervail technical barriers, textiles, etc. under the GATT. ***Program Record Number:*** IST IST 412

Initiatives

Description: Covers subjects relating to initiatives. *Topics:* The development and management of the department's international industrial cooperation agreements and other priority international initiatives. Provision of an international perspective to departmental programs and activities and country specific guidance to Canadian firms pursuing projects, joint ventures and licensing agreements abroad, etc. ***Program Record Number:*** IST IST 403

International/Industrial Cooperation - General

Description: Covers subjects of a general nature relating to international/industrial cooperation. ***Program Record Number:*** IST IST 400

Investment and Technology

Description: Covers subjects relating to investment and technology. *Topics:* Plans, strategies, and studies relating to investment and technology with provinces and the regional offices, etc. ***Program Record Number:*** IST IST 404

Market Information and Analysis

Description: Covers subjects relating to market information and analysis. *Topics:* Reports, procedures, import information, etc. relating to market information and analysis; publication and distribution of the catalogue of Canadian market opportunities; import analysis of projects needed to produce reports which outline, to the business community, the potential that exists for domestic production. Sectoral requests, information, inquiries, etc. to and from industrial sector branches within the department, relating to import analysis, import profiles and import sector profiles. ***Program Record Number:*** IST IST 405

Missions and Visits

Description: Covers correspondence relating to missions and visits. *Topics:* Reports, itineraries, etc. on missions and visits to and from other countries and within Canada: royal visits, visits from heads of state and other dignitaries; etc. ***Program Record Number:*** IST IST 406

Multinational Enterprises

Description: Covers subjects relating to multinational enterprises. *Topics:* Background reports and studies. ***Program Record Number:*** IST IST 413

Provincial Trade Development

Description: Covers subjects relating to provincial trade development. *Topics:* Trade development in the provinces and regional offices. ***Program Record Number:*** IST IST 414

Sectoral Trade Liberalization Studies

Description: Covers subjects relating to sectoral trade liberalization studies. *Topics:* Trade liberalization studies. ***Program Record Number:*** IST IST 415

Secure and Enhanced Access to Export Markets and Finance

Description: Covers subjects relating to secure and enhanced access to export markets and finance. *Topics:* Dealings with the public consultations with organizations, submissions from the private sector on Canada/US Free Trade, Multi-lateral Trade Negotiations (MTN) II, and relations with provincial governments. ***Program Record Number:*** IST IST 416

Tariffs

Description: Covers subjects relating to tariffs. *Topics:* Applications for tariff changes and the harmonized system within the trade development strategies. ***Program Record Number:*** IST IST 417

Technology Transfer

Description: Covers subjects relating to technology transfer. *Topics:* Transfer of technology from the government to the private sector that could be marketed and ultimately enhance Canada's international competitiveness and transfer of technology from the government to universities. ***Program Record Number:*** IST IST 407

Trade Agreements, Negotiations and Treaties

Description: Covers subjects relating to trade agreements, negotiation and treaties. *Topics:* Federal/provincial trade agreements, negotiations and treaties with foreign countries; free trade agreement with USA and Mexico, etc. which affect industry. ***Program Record Number:*** IST IST 408

■ International/Industrial Cooperation - Industries

Beverage Industries

Description: Covers subjects relating to the beverage industry. *Topics:* Beverages industries and products such as tea and coffee, etc. ***Program Record Number:*** IST IST 501

Chemical Industries

Description: Covers subjects relating to the chemical industry. *Topics:* Chemical industry and products such as chemical adhesives, plastic, petroleum and industrial chemicals, etc. ***Program Record Number:*** IST IST 502

Commercial Service Industry

Description: Covers subjects relating to the commercial service industry. *Topics:* Commercial service industry. ***Program Record Number:*** IST IST 503

Construction Industries

Description: Covers subjects relating to the construction industries. *Topics:* Construction industry such as consulting and construction services, etc. ***Program Record Number:*** IST IST 505

Consumer Products Industries

Description: Covers subjects relating to the consumer products industry. *Topics:* Consumer products industries such as cultural, leisure, sporting goods, etc. ***Program Record Number:*** IST IST 504

Distribution Service Industry

Description: Covers subjects relating to the distribution service industry. *Topics:* Distribution service industry. ***Program Record Number:*** IST IST 506

Electrical and Electronics Industries

Description: Covers subjects relating to the electrical and electronics industries. *Topics:* Electrical and electronics industries such as appliances, communication, lighting equipment, etc. ***Program Record Number:*** IST IST 507

Fishing and Trapping Industries

Description: Covers subjects relating to the fishing and trapping industries. *Topics:* Fishing and trapping industries such as aquaculture, freshwater fish, furs, groundfish, industrial fishing, pelagic species, roe and caviar, salmonids, shellfish, etc. ***Program Record Number:*** IST IST 508

Food Industries

Description: Covers subjects relating to the food industries. *Topics:* Food industries products such as agricultural and feed, dairy, livestock, meat, poultry, prepared cereal, fruits, vegetable, sugar, etc. ***Program Record Number:*** IST IST 509

Furniture and Fixture Industries

Description: Covers subjects relating to the furniture and fixture industries. *Topics:* Furniture and fixture industries such as business products, household products, etc. ***Program Record Number:*** IST IST 510

International/Industrial/Cooperation - Industries - General

Description: Covers subjects of a general nature relating to international/industrial cooperation. *Topics:* Development of Canadian industries for Canadian and foreign markets not shown elsewhere in this section. ***Program Record Number:*** IST IST 500

Leather and Applied Products

Description: Covers subjects relating to leather and applied products. *Topics:* Leather and applied products such as fabricated material, footwear, etc. ***Program Record Number:*** IST IST 511

Machinery Industries

Description: Covers subjects relating to the machinery industries. *Topics:* Machinery industries such as agricultural, construction, conveying/elevating equipment, resource industry products, secondary and service products, printing and publishing industry, etc. ***Program Record Number:*** IST IST 512

Metals and Mineral Industries

Description: Covers subjects relating to the metals and mineral industries. *Topics:* Metals and mineral industries and products such as iron, steel, non-ferrous ores, etc. ***Program Record Number:*** IST IST 513

Non-Metallic Mineral Products Industries

Description: Covers subjects relating to non-metallic mineral products industries. *Topics:* Crude non-metallic mineral products industry except coal and petroleum such as asbestos, clay, natural abrasives, sand and gravel, crude stone, etc. ***Program Record Number:*** IST IST 514

Paper and Allied Products Industries

Description: Covers subjects relating to the paper and allied products industries. *Topics:* Paper and allied products industries such as paper, paperboard, etc. ***Program Record Number:*** IST IST 515

Retail Trade Industries

Description: Covers subjects relating to the retail trade industries. *Topics:* Retail trade industries such as stationery, office supplies, printed matter, etc. ***Program Record Number:*** IST IST 516

Rubber Products Industries

Description: Covers subjects relating to the rubber products industries. *Topics:* Rubber products industries such as tires, tubes, etc. ***Program Record Number:*** IST IST 517

Scientific and Professional Industries

Description: Covers subjects relating to the scientific and professional industries. *Topics:* Scientific and professional industry such as advanced industrial materials, current state of computer technologies, consumer electronics for computers, futurology, health care products, instrumentation, intellectual property of the individual or the organization to the outcome of creative thought, measuring equipment, medical and pharmaceutical products, microelectronics technologies software systems and services and telecommunications technologies, etc. ***Program Record Number:*** IST IST 518

Textile Industries

Description: Covers subjects relating to the textile industries. *Topics:* Textile industries and products such as clothing, fabricated materials, textile and related fibres, etc. ***Program Record Number:*** IST IST 519

Tobacco Products Industries

Description: Covers subjects relating to the tobacco products industries. *Topics:* Tobacco products industries and products such as unmanufactured, manufactured, stemmed, etc. ***Program Record Number:*** IST IST 520

Transportation Industries

Description: Covers subjects relating to the transportation industries. *Topics:* Transportation industries such as air, marine, road motor vehicles, military motor vehicles, railway and street railway, road, etc. ***Program Record Number:*** IST IST 521

Wood Industries

Description: Covers subjects relating to wood industries. *Topics:* Wood industries such as crude wood material, wood fabricated material, etc. ***Program Record Number:*** IST IST 522

■ International/Industrial Cooperation - Tourism

Advertising

Description: Covers subjects relating of a general nature relating to tourism advertising. *Topics:* Tourism advertising agencies, campaigns and solicitations, etc. ***Program Record Number:*** IST IST 601

Complaints

Description: Covers subjects relating to letters of complaint. *Topics:* Complaints from the public, companies, organizations, etc. relating to accommodation, Canadian tourism advertising, outdoor recreation facilities and resources, tour operations, transportation and other tourism matters. ***Program Record Number:*** IST IST 602

Joint Marketing Agreements (JMA)

Description: Covers subjects relating to joint marketing agreements. *Topics:* Joint marketing agreements relating to travel and industry partners entering into joint cost-shared promotional marketing activities with Tourism Canada. ***Program Record Number:*** IST IST 603

Meetings, Conventions and Incentive Travel

Description: Covers subjects relating to meetings, conventions and incentive travel. *Topics:* Industry meetings, data bank information, requests, etc. relating to meetings, conventions and incentive travel; convention centres, visitors and convention bureaux. ***Program Record Number:*** IST IST 604

Plans and Promotional Activities

Description: Covers subjects relating to plans and promotional activities. *Topics:* Plans and promotional activities for Tourism Canada and foreign marketing plans such as emerging markets opportunity fund (EMOF), etc. for External Affairs, USA and overseas posts, ISTC Offices. ***Program Record Number:*** IST IST 605

Product Development

Description: Covers subjects relating to product development. *Topics:* Product development with the objective of improving international competitiveness of the industry; stimulating investment and creating new jobs in all areas of Canada, by the employment and training of human resources, and taxation impact on tourism industry. ***Program Record Number:*** IST IST 606

Products

Description: Covers subjects relating to tourism products. *Topics:* Tourism products such as culture and multiculture events and attractions, native arts and crafts, outdoor tourist activities, urban tourist activities, winter activities, etc. ***Program Record Number:*** IST IST 607

Public Relations and Promotions

Description: Covers subjects relating to the public relations and promotions. *Topics:* Public relations and promotions program. ***Program Record Number:*** IST IST 609

Publications

Description: Covers subjects relating to publications. *Topics:* Management of publications including printing, editing and compilations. ***Program Record Number:*** IST IST 608

Regional Operations and Implementation

Description: Covers subjects relating to regional operations and implementation. *Topics:* Federal/provincial initiatives or shared agreements designed to stimulate the tourism industry in those regions of Canada designated for economic and industrial development. ***Program Record Number:*** IST IST 610

Research and Analysis

Description: Covers subjects relating to research and analysis. *Topics:* Tourism research and analysis of programs and projects; intelligence matters intended to keep the Canadian tourism industry informed about activities of governments and the private sector worldwide. ***Program Record Number:*** IST IST 611

Research Studies and Surveys

Description: Covers subjects relating to research studies and surveys. ***Topics:*** Studies and surveys relating to tourism in Canada, overseas and United State. ***Program Record Number:*** IST IST 612

Services

Description: Covers subjects relating to tourism services. *Topics:* Tourism services such as accommodation food services, transportation issues at both the domestic and the international level in terms of air, road, rail and water, air agreements and negotiations, charter flights, deregulations, etc. with air carriers. ***Program Record Number:*** IST IST 613

Tourism - General

Description: Covers subjects relating to the tourism industry not shown elsewhere in this section. ***Program Record Number:*** IST IST 600

Trade Development Program

Description: Covers subjects relating to the trade development program. ***Topics:*** Trade development visits to Canada and its controlling media. ***Program Record Number:*** IST IST 614

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Administration

Acts and Legislation

Administration and Management Services

Co-operation and Liaison

Buildings and Properties

Buildings

Lands

Utilities

Equipment and Supplies

Furniture and Furnishings

Office Appliances

Procurement

Vehicles

Finance

Accounts and Accounting

Audits Budgets

Personnel

Classification of Positions

Employment and Staffing

Human Resources

Occupational Health, Safety and Welfare

Officials Languages

Pensions and Insurance

Salaries and Wages

Staff Relations

Training and Development

Personal Information Banks

Aboriginal Economic Programs

Description: Covers records related to fostering the increased economic self-reliance for Canada's Aboriginal people through the establishment of a strong Aboriginal private sector. Covers records relating to departmental assistance programs and includes such material as initial contact, request for information, investigation and analysis, project monitoring, financial statement review and program evaluation. The following programs are included: Aboriginal Bus. Develop. & Joint Ventures Program; Native Economic Development Program; Special Agricultural & Rural Development; Aboriginal Business Loan Insurance Program. The types of information which the bank contains are: names, addresses, telephone numbers, social insurance numbers, birthdate, and aboriginal ancestry of applicants. ***Class of Individuals:*** The personal information relates to individuals who are aboriginals within the business community who have applied for financial assistance. ***Purpose:*** Information is collected for the purpose of determining eligibility and to assess the applicant's request for financial assistance. ***Consistent Uses:*** The information is to be used for the purpose outlined in the purpose of the bank. ***Retention and Disposal Standards:*** Retained for six years and transferred to National Archives of Canada for selective retention. ***TBS Registration:*** 002947 ***Bank Number:*** IST PPU 100

Access to Information and Privacy Requests

Description: This bank contains requests submitted by individuals seeking access to information under the Access to Information Act and the Privacy Act; replies to such requests; and information relating to their processing. ***Class of Individuals:*** Individuals submitting requests for access to information under the Access to Information Act and the Privacy Act. ***Purpose:*** The information is used to process formal access requests in accordance with the Access to Information Act and the Privacy Act. ***Consistent Uses:*** This bank is also used to report to Treasury Board and to Parliament on access requests received under the Access to Information Act and the Privacy Act; to verify the identity of requesters; and for purposes of consultations with other government institutions. ***Retention and Disposal Standards:*** Retained for two years. ***TBS Registration:*** 001114 ***Bank Number:*** IST PPU 065

Applications for Employment

Description: This bank serves as a reference for any applications for employment submitted directly by individuals to any of the offices of the Federal Economic Development Coordinator (FEDC). These requests usually consist of a covering letter, curriculum vitae, and replies to such requests. ***Class of Individuals:*** Individuals seeking employment. ***Purpose:*** This bank is used by the FEDC offices to store applications for employment submitted by individuals seeking employment. ***Retention and Disposal Standards:*** Retained for one year and then destroyed. ***TBS Registration:*** 001112 ***Bank Number:*** IST PPU 055

Canada Awards for Business Excellence

Description: The bank contains information submitted by applicants in the entrepreneurship category for the Canada Awards for Business Excellence and may include information on the personal commitment and finances of individuals. ***Class of Individuals:*** Business entrepreneurs. ***Purpose:*** The bank is used for the determination of award winners in the Canada Awards for Business Excellence. ***Retention and Disposal Standards:*** The files are retained for six years and then transferred to the National Archives of Canada. ***TBS Registration:*** 002387 ***Bank Number:*** IST PPU 080

Canada Awards for Business Excellence - Young Canadians Category

Description: The bank is maintained as a result of a program giving recognition for outstanding achievements by talented young Canadians in science and design. The bank indicates the name, address, age, school, description of the project being considered for recognition and adjudicator's comments. The files are arranged alphabetically by year. ***Class of Individuals:*** Students in competition for awards for scientific or design related projects with commercial potential. ***Purpose:*** The information is used to evaluate projects for award under the Canada Awards for Business Excellence Program to young Canadians for their achievements in science and design. The Young Canadians awards category was discontinued in 1987. ***Retention and Disposal Standards:*** Retained for seven years and then transferred to National Archives of Canada. ***TBS Registration:*** 001720 ***Bank Number:*** IST PPU 070

Consulting and Professional Services Contracts

Description: This bank is maintained by the Aboriginal Economic Programs (AEP) to record information on consulting and professional services contracts in compliance with the Financial Administration Act and Treasury Board and internal departmental directives. ***Class of Individuals:*** Individuals engaged in consulting and professional service contracts with the AEP. ***Purpose:*** The bank is used to administer contracts, to make payments where required, to collect receivables, and to audit and evaluate contracts. ***Retention and Disposal Standards:*** Retained for six years and then destroyed. ***TBS Registration:*** 001113 ***Bank Number:*** IST PPU 060

Departmental Boards, Advisory Committees, Task Forces, etc., Reporting to ISTC Minister

Description: This bank contains brief details of departmental boards, advisory committees, task forces, etc. Details on members of such groups are limited to: name, affiliation, address, telephone number, commencement and expiry dates of appointment. ***Class of Individuals:*** Members of above boards, committees, task forces, etc. ***Purpose:*** To advise the Minister semi-annually of existing and forthcoming vacancies on departmental boards, advisory committees, task forces, etc. for which they have the responsibility to appoint replacements. ***Consistent Uses:*** Results are used as described above. ***Retention and Disposal Standards:*** Retained for five years and then transferred to the National Archives of Canada. ***TBS Registration:*** 001721 ***Bank Number:*** IST PPU 075

Design Canada Scholarship Bank

Description: This bank is maintained by the Canada Awards for Business Excellence to retain information regarding the education and experience of scholarship applicants. The National Design Council Act provides for the Council to recommend to the Minister the awarding of scholarships to individuals in Canada for research or study purposes. The bank retains biographical information such as educational background, work history, areas of interest, career objectives, and grants and awards. Files are arranged in alphabetical order. ***Class of Individuals:*** Design Canada scholarship applicants. ***Purpose:*** The information is used for analysis of educational streams or job histories in order to identify successful design education techniques or methods. The awarding of Design Canada scholarships under the Canada Awards for Excellence Program was discontinued on November 9, 1984, and the last payments on the program were made in 1986-87. ***Retention and Disposal Standards:*** Retained for seven years, and then transferred to the National Archives of Canada. ***TBS Registration:*** 001107 ***Bank Number:*** IST PPU 030

Directory of Expertise in Environmental Control Technology

Description: This bank contains information obtained as a result of a survey undertaken in the winter of 1990. The survey was undertaken to collect information on expertise in Canadian government institutions on environmental control technologies related to the St. Lawrence River clean-up. Information in the bank includes respondent's name, address, area of expertise and their recent papers on reports on environment technology. ***Class of Individuals:*** Government officials, people in academia and industry. ***Purpose:*** To provide DRIE/ISTC program officers with a knowledge base on which to assess technical evaluations performed under the St. Lawrence River Environmental Technology Development Program, and to identify expertise in environmental technology related to the treatment of liquid and sludge waste. ***Consistent Uses:*** The collection will contribute to the information being gathered for the purposes of the Environmental Industry Sector Campaign, an industrial development strategy for this sector. ***Retention and Disposal Standards:*** Record will be retained for six years and destroyed. ***TBS Registration:*** 002665 ***Bank Number:*** IST PPU 090

Industry and Technology Development (including Tourism)

Description: Covers records related to the promotion of internationally competitive Canadian industries with particular emphasis on the development and diffusion of key science and technological capabilities which enhance industrial competitiveness; also covers records related to the tourism industry in all parts of Canada. Covers records relating to departmental assistance programs and includes such material as initial contact, request for information, investigation and analysis, project monitoring, financial statement review and program evaluation. The following programs are included: Automotive Components Initiative Fishery Products Sector Campaign. The types of personal information which the bank contains are: names, addresses and telephone numbers of applicants. ***Class of Individuals:*** The personal information relates to individuals within the business community who have applied for financial assistance to undertake industrial development or tourism-related projects. ***Purpose:*** Information is collected for the purpose of determining eligibility and to assess the applicant's request for financial assistance. ***Consistent Uses:*** The information is to be used for the purpose outlined in the purpose of the bank. ***Retention and Disposal Standards:*** Retained for six years and transferred to National Archives of Canada for selective retention. ***TBS Registration:*** 002948 ***Bank Number:*** IST PPU 120

Labour Force Tracking Surveys - 1977 and 1978

Description: This database contains information obtained as a result of two special surveys undertaken in the summers of 1977 and 1978. The surveys were designed to collect data on the employment history of individuals experiencing layoffs from declining sectors. The information collected includes data on the respondents' demographic characteristics, income, education and skill levels. The information is arranged by year of survey, with identification by social insurance number. ***Class of Individuals:*** Individuals who experienced layoffs from selected employers, in selected communities across Canada. ***Purpose:*** The Labour Force Tracking Surveys were undertaken as a result of the Department's mandate to examine the labour adjustment problems which workers employed in declining sectors faced. The information gathered from the surveys has only been used for analytical and policy-making purposes, the drafting of statistical reports and econometric model development. Because of the historic nature of the data, it is no longer in active use, although there is continued interest in results of analysis. ***Consistent Uses:*** Since the surveys were a joint project with the Canada Employment and Immigration Commission, aggregated data has been shared with that department for research purposes. ***Retention and Disposal Standards:*** Retained for 10 years, and then transferred to the National Archives of Canada. ***TBS Registration:*** 001109 ***Bank Number:*** IST PPU 040

Management & Administration

Description: Covers records related to miscellaneous programs which are now under the responsibility of Finance, Personnel and Administration. Covers records relating to departmental assistance programs and includes such material as initial contact, request for information, investigation and analysis, project monitoring, financial statement review and program evaluation. The following program is included: The Small Business Loans Act. The types of personal information which the bank contains is: names, addresses and telephone numbers of applicants. ***Class of Individuals:*** The personal information relates to individuals within the business community who have applied for financial assistance. ***Purpose:*** Information is collected for the purpose of determining eligibility and to assess the applicant's request for financial assistance. ***Consistent Uses:*** The information is to be used for the purpose outlined in the purpose of the bank. ***Retention and Disposal Standards:*** Retained for six years and transferred to National Archives of Canada for selective retention. ***TBS Registration:*** 002951 ***Bank Number:*** IST PPU 115

Policy Development & Advocacy (including Small Business)

Description: Covers records related to policy development and coordination in support of departmental/government-wide functions in the areas of economic technology, industry, trade and small business policy development. Covers records relating to departmental assistance programs and includes such material as initial contact, request for information, investigation and analysis, project monitoring, financial statement review and program evaluation. The following program is included: Entrepreneurship Awareness Program. The types of personal information which the bank contains are: names, addresses and telephone numbers of applicants. ***Class of Individuals:*** The personal information relates to individuals within the business community who have applied for financial assistance to undertake eligible projects. ***Purpose:*** Information is collected for the purpose of determining eligibility and to assess the applicant's request for financial assistance. ***Consistent Uses:*** The information is to be used for the purpose outlined in the purpose of the bank. ***Retention and Disposal Standards:*** Retained for six years and transferred to National Archives of Canada for selective retention. ***TBS Registration:*** 002949 ***Bank Number:*** IST PPU 125

Professional and Special Services Contracts

Description: This bank is maintained by Administrative Services to record information on professional and special services contracts in compliance with the Financial Administration Act and Treasury Board and internal departmental directives. The files are arranged in alpha/numeric order. ***Class of Individuals:*** Individuals engaged in professional or special services contracts with the Department through Ottawa, in the regions or the offices of the Federal Economic Development Coordinator (FEDC). ***Purpose:*** The bank is used to administer contracts, to make payments where required, to collect receivables, to perform accounting and administrative functions for the Department, to facilitate the selection of consultants and to carry out auditing and evaluation. ***Retention and Disposal Standards:*** Retained for six years and then destroyed. ***TBS Registration:*** 001102 ***Bank Number:*** IST PPU 005

Regional Development

Description: Covers records related to the promotion of regional economic development. Covers records relating to departmental assistance programs and includes such material as initial contact, request for information, investigation and analysis, project monitoring, financial statement review and program evaluation. The following programs are included: Federal Economic Development Initiative in Northern Ontario (FEDNOR); Atlantic Enterprise Program; Industrial and Regional Development Program. The types of personal information which the bank contains are: names, addresses and telephone numbers of applicants. *Class of Individuals:* The personal information relates to individuals within the business community who have applied for financial assistance. *Purpose:* Information is collected for the purpose of determining eligibility and to assess the applicant's request for financial assistance. *Consistent Uses:* The information is to be used for the purpose of the bank. *Retention and Disposal Standards:* Retained for six years and transferred to National Archives of Canada for selective retention. *TBS Registration:* 002751 *Bank Number:* IST PPU 110

Science Advocacy and Coordination

Description: Covers records related to the department's special responsibilities in science policy. Covers records relating to departmental assistance programs and includes such material as initial contact, request for information, investigation and analysis, project monitoring, financial statement review and program evaluation. The following program is included: the Canada Scholarship Program. *Class of Individuals:* The personal information relates to students. *Purpose:* Information is collected for the purpose of determining eligibility and to assess the student's request for financial assistance. *Consistent Uses:* The information is to be used for the purpose outlined in the purpose of the bank. *Retention and Disposal Standards:* Retained for six years and then transferred to National Archives of Canada for selective retention. *TBS Registration:* 002915 *Bank Number:* IST PPU 015

Survey of Scientists and Engineers to Identify Areas of Cooperation Between Canada and Japan

Description: This bank contains information on the innovation spectrum from basic research to applied research to risky development where Canada is in the best position to benefit from cooperation with Japan; and those areas where Canada has a critical mass or network of researchers to be able to absorb and utilize the results of cooperative research between Canada and Japan. *Class of Individuals:* Scientists and engineers. *Purpose:* The data collected will be used by ISTC in developing the framework for the implementation of a program of cooperation with Japan that is consistent with the recommendations of the "Canada-Japan Complementarity Study", and to assist in the development of a basis for the Government of Canada's support of an initial set of cooperative activities with Japan. *Retention and Disposal Standards:* Records are retained for six years and destroyed. *TBS Registration:* 002668 *Bank Number:* IST PPU 095

Technological Innovation Studies Program

Description: This bank is maintained by the Office of Industrial Innovation to record the applications received under the Technological Innovation Studies Program. This bank contains the curricula vitae of university professors who apply for grants to carry out studies, and information relating to research project proposals submitted by researchers. The files are arranged in alphabetical order with university affiliation. *Class of Individuals:* Academics and under-graduates. *Purpose:* The information is used to evaluate the qualifications of persons applying to carry out studies; to promote studies of interest to the Department in the field of the technological innovation process in Canada which will give background information used in the development of policies or programs; and to promote the development of a pool of experts in the area. *Retention and Disposal Standards:* Retained for six years, and then transferred to the National Archives of Canada. *TBS Registration:* 001111 *Bank Number:* IST PPU 050

Classes of Personal Information

Enterprise/Industrial Development and Assistance

The Department and its predecessor departments have administered a number of enterprise/industrial development and assistance programs. These programs have been aimed at encouraging enterprise and industrial development in a wide variety of ways. Personal information may be collected in the course of these departmental activities. Programs and activities which may have involved the storage of personal information include the Regional Development Incentives Program, the Enterprise Development Program, the Tourism Destination Program, the Tourism Incentives Program, the Industry and Labour Adjustment Program, the Support for Technology Enhanced Productivity Program, the Program for Export Market Development, the Canadian Industrial Renewal Board Program, the Defence Industry Productivity Program, the Microelectronics and Systems Development Program, the Technology Outreach Program, the Sector Campaigns, the St. Lawrence River Environmental Technology Development Program, the Advance Manufacturing Technology Application Program, the Strategic Technologies Program, the Science Culture Program, the Special Fashion Program, the Pharmaceutical Industrial Development Assistance Program, the Credit Reinsurance Program, the Shipbuilding Industry Assistance Program, the Advanced Technology Program - Waterloo Centre for Process Development, the Small Business Investments Grants, the Government Procurement Projects, the Industry Energy Research and Development Program, the Major Crown Projects, the Aboriginal Capital Corporations Programs, the Aboriginal Economic Programs Research and Advocacy Program, the Western Transportation Industrial Development Program, the FEDNOR Core Industrial Program, the Rural Small Business Program - FEDNOR, the FEDNOR Loan Insurance Program, the FEDNOR Tourism Program, and Grants and Contributions to non-profit organizations to promote economic cooperation and development.

Personal information may include particulars such as the names, addresses, social insurance numbers, financial interests, management capabilities, employment histories, remuneration, age, health, marital status and educational background of individuals. Such personal information is stored as part of the general subject files where records are not normally retrieved by name of individual or other personal identifier. This form of personal information is normally retrievable only if specifics are provided such as the program area, the corporate/project name, the location of a facility and the approximate date of submission/award.

General Development Agreements, Economic and Regional Development Agreements, Subsidiary Agreements and Related Initiatives

The Department has collected data needed for the administration of subsidiary agreements entered into with the provinces, consistent with the terms and conditions of general development agreements previously signed with all provinces, except Prince Edward Island, and the new economic and regional development agreements entered into with the 10 provinces. The general development agreements, which expired on March 31, 1984, established the framework for development and identified development opportunities for implementation under subsidiary agreements. The economic and regional development agreements with the provinces, as well as the subsidiary agreements signed under the economic development agreements with the Territories, provide a framework for co-operation and consultation on matters relating to economic development in each province and territory. As opportunities are identified, individual subsidiary agreements are formulated. These opportunities are normally unique to a province and, as a result, subsidiary agreements cover a broad range of specific programs.

Personal information may be stored in administering a number of subsidiary agreements. This information may include financial, employment, demographic and educational data on individuals. Such data, however, would be stored as part of the general subject files where records are not normally retrieved by name of individual or other personal identifier. This form of personal information is normally retrievable only if specifics are provided such as the name of the project or program that may be related thereto and the approximate date of submission/award.

Other Programs and Agreements

This class reflects other programs and agreements not specifically covered under the other classes. These other programs and agreements are aimed at resolving specific problems of a limited nature or in specifically defined areas of the country. For example, federal-provincial agreements, such as those under the Agricultural and Rural Development Act (ARDA), are concerned with rural problems of unemployment and social disadvantages. Special ARDA agreements have been used as a vehicle to improve the economic circumstances of native people by providing financial and other assistance to create job opportunities. A Native Economic Development Program was established to increase economic self-reliance and development for Canada's native people. A 15-year development agreement, the Prince Edward Island Comprehensive Development Plan, was signed by Canada and P.E.I. in 1969, under the authority of the Fund for Rural Economic Development Act. The plan has allowed for the design and implementation of a broad range of programs to stimulate economic growth, create jobs and raise per capita income. In addition, under the Federal Development Strategy, the Department has been involved in providing further economic development activities in P.E.I.

Personal information may be stored in administering programs falling within this class. This information may include financial, employment, demographic and educational data on individuals. Such data, however, would be stored as part of the general subject files where records are not normally retrieved by name of individual or other personal identifier. This form of information is normally retrievable only if specifics are provided, such as the name of the program concerned, the name of the specific project and the approximate date of submission/award.

Manuals

- Aboriginal Business Development Program "Officer's" Guide
- Access to Information and Privacy Manual
- Automotive Components Initiative - Policy and Procedures
- Canada-Nova Scotia Tourism Subsidiary Agreement - Destination and Product Incentives Project
- Defence Industry Productivity Program Procedures Manual
- Delegation of Authorities Manual
- Deputy Minister's Directives - Volume I - Administration
- Deputy Minister's Directives - Volume III - Finance
- Environmental Assessment and Review Process - Procedures
- Guidelines to Shipbuilders - Canadian Content Proposal
- Guidelines to Shipbuilders - Contribution for Performance Improvement
- Guide for Program Delivery
- ISTC Core Program Policy Manual
- Policy and Procedures Manual for Microelectronics and Systems Development Program (MSDP)
- Roe Research and Development Procedures
- Security Policy and Procedures Manual
- Small Business Loans Act - Procedures Manual and Guidelines for Lenders
- St. Lawrence River Environmental Technology Development Program (ETDP) Policy and Procedures Manual
- Topping-Up Assistance - Policy and Administrative Guidelines

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Department and its various programs and functions may be directed to any of the regional offices listed below:

St. John's, Newfoundland
(709) 772-4782

Charlottetown, Prince Edward Island
(902) 566-7400

Halifax, Nova Scotia
(902) 426-4782

Moncton, New Brunswick
(506) 857-4782

Montreal, Quebec
(514) 283-8185

Toronto, Ontario
(416) 973-5000

Winnipeg, Manitoba
(204) 983-4782

Saskatoon, Saskatchewan
(306) 975-4318

Edmonton, Alberta
(403) 495-4782

Vancouver, British Columbia
(604) 666-0266

Whitehorse, Yukon
(403) 668-4655

Yellowknife, Northwest Territories
(403) 920-8578

The departmental library is the research centre of the Department. The library contains a wide variety of publications and reference works. These include books, periodicals, pamphlets, government documents, and items on microfilm or microfiche. The subject matter covered ranges from the fields of administration and management to those of trade and foreign relations. The library is open, for purposes of research to business people, members of the academic community at the graduate level or higher, and officials of Industry, Science and Technology Canada and other federal government institutions. This facility is located at:

Industry, Science and Technology Canada
235 Queen Street, 3rd floor West
Ottawa, Ontario
K1A 0H5

(613) 954-2792

Media Enquiries:
(613) 995-8900

Reading Room

The Department of Industry, Science and Technology has designated certain areas as public reading rooms under the Access to Information Act . Their addresses are:

Headquarters

Business Service Centre
1st Floor East
235 Queen Street
Ottawa, Ontario
K1A 0H5

British Columbia

Library, 938 C
900-650 West Georgia Street
Vancouver, British Columbia
V6B 5H8

Alberta

Suite 540
Canada Place
9700 Jasper Avenue
Edmonton, Alberta
T5J 4C3

Saskatchewan and Territories

Business Service Center
4th Floor, 1955 Smith Street
Regina, Saskatchewan
S4P 2N8

Business Service Center
Suite 301, 108 Lambert Street
Whitehorse, Yukon
Y1A 2R3

Business Service Center
10th Floor, 4922-52nd Street
Precambrian Building
Yellowknife, N.W.T.
X1A 2R3

Manitoba

Library
8th Floor, 330 Portage Avenue
Winnipeg, Manitoba
R3C 2V2

Ontario

Library
4th Floor, 1 Front Street West
Toronto, Ontario
M5J 1A4

Quebec

Documentation Centre
800 Victoria Square, Room 3800
Montreal, Quebec
H4Z 1E8

New Brunswick

770 Main Street, 12th Floor
Moncton, New Brunswick
E1C 8P9

Nova Scotia

1801 Hollis Street, 5th Floor
Halifax, Nova Scotia
B3J 2V9

Prince Edward Island

Business Service Centre
Confederation Court, 4th Floor
134 Kent Street
Charlottetown, Prince Edward Island
C1A 7M8

Newfoundland

Library
215 Water Street, 5th Floor
St. John's, Newfoundland
A1B 3R9

International Development Research Centre

Chapter 58

General Information

Background

The International Development Research Centre (IDRC) was established as a public corporation by the International Development Research Centre Act of 1970.

Responsibilities

The IDRC initiates, encourages, supports and conducts research into the problems of the developing regions of the world and into the means of applying and adapting scientific, technical and other knowledge to the economic and social advancement of those regions. The Centre's activities are concentrated in seven sectors: agriculture, food and nutrition sciences; health sciences; information sciences; social sciences; earth and engineering sciences; fellowships and awards; and communications. The IDRC is financed solely by the Parliament of Canada; its policies, however, are set by an international Board of Governors.

Legislation

- International Development Research Centre Act, 1970
- General Bylaw of the IDRC

Organization

The IDRC's headquarters are in Ottawa where it has an international staff. Regional offices in Asia (Singapore and New Delhi), East Africa (Nairobi), West Africa (Dakar), Latin America (Montevideo) and the Middle East (Cairo) link Ottawa with the researchers and policy makers of the developing countries, encourage and assist the development of research proposals, and monitor ongoing projects within their regions.

The IDRC's 21-member Board of Governors is appointed by the Canadian government. Under the International Development Research Centre Act, the chairman, vice-chairman and nine other governors must be Canadian citizens; the other ten are non-Canadians.

The president of the Centre holds the rank of deputy minister and is responsible to Parliament through the Minister designated for that purpose by the Governor in Council (currently the Secretary of State for External Affairs). A management committee composed of all officers appointed by the Board of Governors assists the president in the Centre's operations.

The Centre's research activities are carried out by seven program divisions.

■ Agriculture, Food and Nutrition Sciences Division (AFNS)

This division's mission within the Centre is to contribute to agricultural development through specific research and research-supporting activities. These activities are designed to make adequate food available to the individual and to improve the production, protection, preservation, processing, distribution, marketing and use of agricultural commodities of plant and animal origin from land- or water-based systems including forests. The scope includes transforming these commodities and developing related industrial technologies to generate employment and income. It also includes promoting the sustainable use of natural resources.

AFNS supports research projects through six programs: Agricultural Economics, Animal Production Systems, Crop Production Systems, Fisheries, Forestry, and Post-Production Systems. It also supports activities in the areas of human nutrition and sustainable resource management, mostly integrated within these six programs.

■ Information Sciences Division (IS)

This division supports projects that collect, repackage and disseminate information for different users in: agriculture; industry, technology, and shelter; natural resources and environment; and science and technology. It helps improve the management and use of information systems and networks in: development economics; health and social issues; and development of information infrastructure.

The information tools and methods program of the IS division helps Third World countries to develop, adapt, test, and use modern information-handling tools so that developing countries can make more informed decisions on the appropriateness of these techniques for their needs. It also occasionally provides advice and training to libraries and documentation centres in selected projects in developing countries.

■ Health Sciences Division (HS)

This division concentrates its support in three major program areas: Health and the community (human circumstances and behaviour); health systems; and health and the environment. Research areas include biological and environmental control of some major tropical diseases; techniques to improve water supply systems and sanitation in rural areas and peripheral urban squatter settlements; safer and more effective methods of fertility regulation; evaluation of the rural health care delivery system; and occupational health.

■ Social Sciences Division (SS)

This division concentrates its research in five major program areas: economic policy; population, education and society; urban development; women in development; and environment and natural resource management. Specific areas include research to ease the process of modernization and change, especially in rural areas; formation of appropriate science and technology policies; investigation of the effectiveness of traditional and non-traditional education systems; studies of the determinants of population change and its effects on social and economic development; and research leading to more efficient management of development activities.

■ Earth and Engineering Sciences Division (EES)

This division has two main programs. The Earth Sciences program concerns hydrogeology and hydrology, geotechnical engineering, agrogeology and small-scale mining. The Technology for Local Enterprises Program concerns the improvement of traditional employment-creating industries, innovations in the utilization of natural resources and the management of local waste materials.

■ Communications Division

This Division supports applied research into the most effective means of having the results of IDRC-funded research used by the intended beneficiaries. Such research includes exploring the potential of a variety of communication media, from posters and popular theatre to scientific journals and social-marketing strategies. This research extends to collaboration with the private sector in the commercialization and marketing of new technologies.

The projects supported can be classified into one of three subprograms: research results dissemination and utilization; community participation processes; and communications systems and technologies. The Division also provides creative and technical services to IDRC-supported researchers to help open channels to end users, beneficiaries, and important publics. This support includes publishing, audiovisual, and public affairs or public education.

■ Fellowships and Awards Division (FAD)

This division is responsible for the training functions of researchers from overseas and Canada and works with the program divisions primarily to facilitate and manage this training which takes place in Canada and overseas.

All of the activities of the IDRC are supported by the services of the Office of the Secretary and General Counsel, the Office of the Treasurer, the Office for Human Resources, and the Office of Planning and Evaluation.

Information Holdings

Program Records

External Databases

Description: Information on external databases made available through the library. *Topics:* Computerized bibliographic databases created and maintained by the Food and Agricultural Organization (FAO), International Labour Office (ILO), UNESCO, United Nations Industrial Development Organization (UNIDO), or other international organizations, and the Inter-Agency Development Research Information System (IDRIS). ***Program Record Number:*** IDR ISD 020

Internal Databases

Description: Computerized bibliographic information on development issues, socio-economic planning, the delivery of low-cost rural health care, and a record of all IDRC projects. *Topics:* BIBLIO (records of library holdings); PROMIS (project information); FIS (financial); TRIPS (Travel); OPEIS (evaluations); PINS (project information system). ***Program Record Number:*** IDR ISD 015

Research Projects in Agriculture

Description: Information on development and support of agricultural research. *Topics:* Crop and animal production systems; fisheries; forestry; post-production systems; and agricultural economics. ***Program Record Number:*** IDR AFN 005

Research Projects in Earth and Engineering Sciences

Description: Information on development and support of research in earth and engineering sciences. *Topics:* Hydrogeology, hydrology, geotechnical engineering, agrogeology, small-scale mining; building industries, materials and construction technologies. ***Program Record Number:*** IDR EES 035

Research Projects in Health Sciences

Description: Information on development and support of health projects. *Topics:* Water supply and sanitation; maternal and child health; tropical and infectious diseases; and occupational health and environmental toxicology. ***Program Record Number:*** IDR HSD 025

Research Projects in Information Science

Description: Information on development and support of information systems. *Topics:* Science and technology information; socio-economic information; information tools and methods; co-operative programs; and information activities within the Centre. ***Program Record Number:*** IDR ISD 010

Research Projects in Social Sciences

Description: Information on development and support of social science research. *Topics:* International, national and regional research institutions; science, technology and energy policy program; economic and rural development program; population and development research; urban policy; and education programs. ***Program Record Number:*** IDR SSD 030

Personal Information Banks

Expert Inventory - Information Sciences

Description: This bank contains a record of individuals (Canadian and non-Canadian) who responded to an invitation from the Information Sciences Division (ISD) of the International Development Research Centre to be included in the database, persons who were employed or contracted by the ISD in a technical or professional capacity within the past three years, and persons who have indicated an interest in working with the ISD and whom at least one ISD staff member has recommended for inclusion in the database. Computer records include the names of individuals, occupational and professional background, specialization descriptors, language skills. The files include the curriculum vitae of individuals and related correspondence, arranged by name in alphabetical order. ***Class of Individuals:*** This bank contains a record of individuals (Canadian and non-Canadian) who have working experience in developing countries, expertise in international development issues, or interest in working in the field of development information. ***Purpose:*** The database is used as an inventory of potential consultants and prospective employees for the ISD. The database is also used as an index to original sources (curriculum vitae, project documentation). ***Consistent Uses:*** To perform searches for names of possible consultants or prospective employees. ***Retention and Disposal Standards:*** The records are retained for three years from date of last contact/update, after which the file is destroyed and the computer record is deleted. ***TBS Registration:*** 003012 ***Bank Number:*** IDR PPU 010

Fellowship Awards

Description: This data bank contains a record of all individuals (Canadian and non-Canadian) who have applied for or have been granted an award under one of the several support programs sponsored by the International Development Research Centre's Fellowship Program. The files include the names of applicants, personal information, salaries, proof of citizenship and age, occupational and professional background, proposed program of study, third-party appraisals, committee assessments and career intentions. Limited information about family members, when needed for the administration of awards, may also be contained in the files. ***Class of Individuals:*** Canadian and non-Canadian professional researchers having an interest in pursuing research in the field of international development. ***Purpose:*** The information was compiled to evaluate the merits of those applicants who requested funding support. ***Consistent Uses:*** This file is used to monitor progress; maintain funding schedule; record final report; and prepare final evaluation of results. ***Retention and Disposal Standards:*** Subject to transfer to the National Archives of Canada after three years following the last administrative action. Electronic data are retained indefinitely for reference purposes. ***TBS Registration:*** 001151 ***Bank Number:*** IDR PPU 005

Manuals

- Authorizations Manual
- Country Procedures Manual
- Management Policy Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

For general information, please contact:

Public Affairs Unit
International Development Research Centre
P.O. Box 8500
Ottawa, Ontario
K1G 3H9

(613) 236-6163
Telex: 053-3753
Fax: (613) 238-7230

Reading Room

In compliance with the Access to Information Act, the Centre's library provides a public reading room. The library is located at:

9th Floor,
250 Albert Street,
Ottawa, Ontario.

Investment Canada

Chapter 59

General Information

Background

Section 6 of the Investment Canada Act which came into force on June 30, 1985, established the Investment Canada Agency to advise and assist the Minister responsible for the administration of the Act. The responsible Minister is the Minister of Industry, Science and Technology Canada. Investment Canada's role is one of active promotion of new investment by Canadians and non-Canadians while assisting the Minister in ensuring that significant investments by non-Canadians are beneficial to Canada. Investment Canada has an overall federal coordination role with respect to investment in Canada and is also responsible for policy and research in relation to investment development. The Agency is intended to serve as a federal focal point for services to facilitate investment and is to complement the activities of other departments through a lead role in the preparation and coordination of promotional material and advertising. It is also responsible for the regulatory requirements of the Investment Canada Act.

Responsibilities

The program objective of Investment Canada is to contribute to Canada's economic growth by being a catalyst and the focal point for public and private efforts to foster increased investment which benefits Canada. The current investment program consists of one activity, which is broken down into these sub-activities: Encouraging and promoting investment in Canada, including policy development and research; determining the reviewability of investments; assessing proposals and monitoring performance; and administration.

Legislation

- Investment Canada Act

Organization

■ President's Office

Investment Canada is under the direction of a President who is named by the Governor in Council and who reports to the Minister of Industry, Science and Technology Canada. The President is responsible for the administration of the Investment Canada Act and the direction of the Agency.

■ Executive Vice-President's Office

The Executive Vice-President is responsible for the Investment Review Division and the Investment Research and Policy Division. As well, the Executive Vice-President is Chief Operating Officer of the Agency and chairs the operations committee.

■ Investment Development Division

The division is responsible for promoting and facilitating investment in Canada; developing general and targeted promotional strategies and activity plans both domestically and internationally; undertaking proactive, sector-specific investment prospecting activities, with a particular focus on high-technology sectors; and acting as a focal point for federal/provincial and private sector efforts to promote investment. It is also responsible for creating an awareness of Canada's investment climate and of the services available to investors from Investment Canada and federal offices at home and abroad; and providing information, guidance and assistance to potential investors in their efforts to invest in Canada. The Division is composed of three groups: Promotion and Services, Investment Prospecting and Communications.

■ Investment Review Division

This division is responsible for identifying potentially reviewable transactions; reviewing and assessing investment proposals to determine net benefit to Canada; and ensuring that formal plans and undertakings given by investors are carried out.

■ Investment Research and Policy Division

The division provides analysis of investment issues and policy advice to the Minister. It is the main source, within the Agency, for economic and business information and policy development. The main functions are to evaluate and advise upon Canadian and international policies affecting investment in Canada; monitor national and international investment issues and developments; undertake corporate analysis to assist in investment decisions; create and maintain databases on key investment indicators; and maintain and enhance contacts with the investment research and policy communities.

■ Corporate Secretary and Legal Services Division

The division is responsible for providing legal advice and direction on all matters pertaining to the administration, enforcement, interpretation and application of the Investment Canada Act, Regulations, Guidelines and Interpretation Notes as well as providing advice to the Agency on other legislation and matters. It is also responsible for examining and certifying all notifications and applications to ensure conformity with the Act; preparing ministerial opinions; auditing and assisting with the monitoring of reviewed investments for compliance with commitments given to the Agency. It also coordinates Agency activities under the Access to Information Act and the Privacy Act.

■ Corporate Services Division

The division is responsible for providing advice and guidance to Agency management in the areas of human resource management, coordination of strategic and operational planning, financial planning, administrative and computer services and program evaluation.

Information Holdings

Program Records

■ Investment Review Division

General

Description: General information and correspondence pertaining to inquiries, meetings, reports and statistics; information pertaining to general and specific projects assigned to the Investment Review Division. *Topics:* Real Estate Survey; Food processing industry in Canada and North America; Corporate philanthropy; Book Publishers and Distributors. *Program Record Number:* INV REV 125

National Identity and Cultural Heritage (NICH)

Description: Information concerning the business sectors prescribed by the regulations as being related to Canada's cultural heritage or national identity. *Topics:* General; task force on Canadian film industry; book publishing industry; cultural sovereignty; film and video industry. *Program Record Number:* INV REV 123

Review of Applications

Description: Information on the review of non-Canadian investment proposals - a complete record of the review of each non-Canadian investment proposal, from the submission of an application to the Minister's decision whether or not the investment is likely to be of net benefit to Canada; in the case of investments that the Minister has decided are likely to be of net benefit to Canada, a record of investor performance with respect to plans and undertakings. *Topics:* Application in prescribed form; certificates of receipt; subsequent correspondence with investors, including revised plans and undertakings; consultations with relevant provincial governments and federal departments; third-party representations; statutory documentation to the Minister; advice, including recommended courses of action to the Minister; results of monitoring the performance of investors' plans and undertakings, including the renegotiation of plans and undertakings that have not been fulfilled. *Access:* Files arranged by non-Canadian investor (individual, company, partnership, joint venture, government or agency of a foreign country). *Program Record Number:* INV REV 120

Task Forces and Study Groups

Description: General correspondence relating to the establishment, organization, functions, agenda notices, minutes and reports of task forces and study groups. *Topics:* General; assessment compliance interface; deficient applications, expediting the processing of applications; identifying means to simplify legal complexities of compliance; assessment officer development; new forms; renegotiations; representative study - manufacturing undertakings; review process; improved sector information; computer services sectors; guidelines of conduct of assessment process; notification and review; policy committee; monitoring task force. *Access:* Files arranged by topic. *Program Record Number:* INV REV 124

■ Corporate Secretary and Legal Services Division

Access to Information and Privacy Requests

Description: Access to information and privacy administration files. *Topics:* General; policy; requests for access to Investment Canada information; consultations; access opinions; reports; audits; documentation relating to the Info Source publication and actual Agency inventory and modifications to the inventory. *Program Record Number:* INV COS 161

Acts and Legislation

Description: Information on existing and proposed legislation that may have implications for the administration of the Investment Canada Act. *Topics:* Access to Information Act; Privacy Act; Bank Act; Bankruptcy Act; Canada Business Corporations Act; Combines Investigation Act; Environmental Assessment Review Bill; Income Tax Act; Insurance Companies Act; Technology Transfer Agreement Act; Trademarks Act; Canadian Human Rights Act; Financial Administration Act; Competition Act; Multiculturalism Act; patent legislation; Public Service Employment Act; Public Service Staff Relations Act. *Access:* Files arranged by Act. *Program Record Number:* INV COS 156

Companies

Description: Information on investors whose business activities, plans and intentions may come under the purview of the Investment Canada Act; representations made to the Agency by parties not directly involved in an investment transaction. *Topics:* Draft applications; surveillance activities; review considerations; business activities, including plans and intentions; takeover bids; business information reports; corporate financial statements and annual reports. *Access:* Files arranged by industry sector, individual and company. *Program Record Number:* INV COS 145

General

Description: General correspondence pertaining to inquiries, meetings, reports and statistics. *Topics:* General, Requests for Notification and/or Application forms. *Program Record Number:* INV COS 130

Investment Canada Act

Description: Background on the Investment Canada Bill; information on the interpretation and application of various sections of the Investment Canada Act and Regulations; information on the development of procedures to implement the provisions of the Act; the development and formulation of guidelines for issue by the Minister under the authority of the Act. *Topics:* Consultations with government departments and agencies, the provinces and the private sector; parliamentary debates; Bill C-15; proposed amendments to the Bill; positive roll; administration of the Act (regulations and guidelines); transition stage from the Foreign Investment Review Act to the Investment Canada Act; feedback on the new Bill; terms and conditions for the venture capital exemption; Senate procedure on Bill C-15; amendments - Free Trade Agreement Canada and United States and implementation plan; interpretation notes; notification and application forms; statutory time periods; notification of ministerial decision or deemed ministerial decision. ***Program Record Number:*** INV COS 155

Non-status Opinions

Description: Views and opinions of the Agency, and related information, on the applicability of the provisions of the Investment Canada Act, regulations and interpretation notes, in response to written requests submitted by one or more parties to an investment. ***Topics:*** Corporate reorganization; acquisition of control; joint ventures; partnerships; indirect acquisitions; oil and gas properties and mining properties; business and Canadian business; calculation of thresholds; step transactions; absolute rights. ***Access:*** Files arranged by name of the applicant for the opinion (individual, company, partnership, joint venture, government or agency of a foreign country). ***Program Record Number:*** INV COS 140

Notifications

Description: Information concerning the notification of investments by non-Canadians - a complete record of the notification of each non-Canadian investment, from the submission of a notice to the issuance of a receipt by the Agency. ***Topics:*** Notices in prescribed form; subsequent correspondence with investors; consultations with relevant provincial governments and federal departments concerning investments related to Canada's cultural heritage or national identity; statutory receipts; orders for the review of investments relating to Canada's cultural heritage or national identity. ***Access:*** Files arranged by non-Canadian investor (individual, company, partnership, joint venture, government or agency of a foreign country). ***Program Record Number:*** INV COS 135

Status Opinions

Description: Ministerial opinions and related information as to whether or not an investor is a Canadian as defined in the Investment Canada Act. ***Topics:*** Status opinions - rules respecting control of entities; trusts; corporations deemed to be Canadian; equal ownership of a corporation; transitory provisions concerning Foreign Investment Review Act eligibility opinions. ***Access:*** Files arranged by name of the applicants who ask for an opinion (individual, company, partnership, joint venture, government or agency of a foreign corporation). ***Program Record Number:*** INV COS 160

■ Investment Development Division

Communications

Description: General correspondence and information regarding communications and advertising at the foreign and domestic levels. ***Topics:*** Communications strategies for Canada and abroad; general and sector targeted advertisements in business magazines, trade journals, periodicals and newspapers; publicity through exhibits, fairs and displays; Agency and investment development program publications; speeches; contracts; external publications. ***Access:*** Files arranged by name of publication and subject. ***Program Record Number:*** INV DEV 195

Co-operation and Liaison - Federal

Description: Consultations with other federal departments and agencies on matters pertaining to investment and the development and promotion of investment. ***Topics:*** Procedures for consultation between the Agency and other federal departments; departmental considerations and guidelines for handling reviewable cases; federal industrial and economic policies and initiatives; departmental responses concerning the Investment Canada Act; views on federal initiatives that may affect investment or the Agency's activities. ***Access:*** Files arranged by department or agency. ***Program Record Number:*** INV DEV 165

Co-operation and Liaison - General

Description: Co-operation and liaison activities of an administrative nature with outside organizations, municipalities, corporations, companies and agencies. ***Topics:*** Proceedings; minutes; annual reports; financial statements and membership fees relating to associations, clubs, federations, etc. ***Access:*** Files arranged by organization. ***Program Record Number:*** INV DEV 174

Co-operation and Liaison - Provincial

Description: Consultation with the provinces and territories on matters pertaining to the development and promotion of investment. ***Topics:*** Procedures for consultation between the Agency and the provinces and territories; provincial and territorial laws and regulations affecting investment; provincial and territorial industrial and economic policies and objectives. ***Access:*** Files arranged by province or territory. ***Program Record Number:*** INV DEV 170

General

Description: General information pertaining to investment development, promotion and services; general and specific projects committees, conferences, meetings, communications and plans relating to responsibilities carried on by the Investment Development Division. ***Topics:*** Market Guides; Parinvest; Infoplace Data Base; Domestic and International Development Plans; Federal, Provincial, Municipal and International government programs Brokerage/Matchmaking; Alternative Canadian Buyers; Information and Training Sessions; Information Dissemination/Data Base; Contact List/Networking; Seminars, Conventions and Policies and Procedures. ***Program Record Number:*** INV DEV 180

Investor Services - Inquiries

Description: Correspondence, work in progress, memoranda, etc., relating to specific inquiries from Canadian, European, American, Pacific Rim and Middle

Eastern companies and companies in the rest of the world. *Topics:* Canadian investment opportunities; how to do business in Canada; financial incentive programs; access to capital or transfers of technology. *Access:* Files arranged primarily by name of investor and by location or by topic. ***Program Record Number:*** INV DEV 185

Promotion - Programs

Description: Information on promotional program activities throughout the world. *Topics:* General; promotional plans and activities in markets in Europe, U.S.A., Pacific Rim, Middle East, as well as other areas of the world; specific projects in financing and alliances; assistance to Canadian firms and in telecommunications and microelectronics and medical devices industries. *Access:* Files arranged by geographic area. ***Program Record Number:*** INV DEV 200

Promotion - Prospecting

Description: Information and correspondence pertaining to the promotion of investment in Canadian high-technology sectors. *Topics:* General; specific projects; high tech studies; specific materials; biotechnology industry; environmental technology; information technology; Canadian laser based opto-electronics industry; ocean industry; food packaging. *Access:* Files arranged by specific issue, material or project. ***Program Record Number:*** INV DEV 202

Promotion - Specific Events

Description: Information on participation by the Minister and officials of the Agency in conferences, meetings, symposia and seminars in which investment in Canada is a topic, including speeches by the Minister and senior Agency officials. *Topics:* Investment in Canada; briefings for ministers and officials visiting foreign countries or meeting with foreign government officials or representatives of foreign companies; interdepartmental briefings on the activities of foreign countries that relate to foreign investment; speaking engagements, seminars, trade fairs and missions in Canada, U.S.A., Europe, Pacific Rim; Middle East, as well as other areas of the world. *Access:* Files arranged by geographic area and subject. ***Program Record Number:*** INV DEV 205

■ Investment Research and Policy

Co-operation and Liaison with International Organizations

Description: Information on liaison activities and consultations with international organizations, such as the Organization for Economic Co-operation and Development (OECD) and the United Nations, which have an active interest in the field of investment. *Topics:* OECD committees - International Investment and Multinational Enterprises, including the OECD Guidelines for Multinational Enterprises, Restrictive Business Practices, Invisible Transactions, Fiscal Affairs, Science, Technology and Industry, Economic Policy; United Nations - Commission on Transnational Corporations, Code of Conduct for Transnational Corporations; UN Centre For Transnational Corporations. General agreement on tariffs and trade (GATT) and trade related investment measures. *Access:* Files arranged by organization or committee. ***Program Record Number:*** INV IRP 220

Foreign Investment in Other Countries

Description: Information on the provisions of foreign countries to monitor, regulate or prohibit foreign investment; the importance of foreign investment in Canada by major exporting countries as well as Canadian investments abroad. *Topics:* Foreign investment laws, procedures and policies of other countries; foreign countries' views on Canada's approach to foreign investment. *Access:* Files arranged by country. ***Program Record Number:*** INV IRP 230

Free Trade Negotiations and Agreements

Description: Information and correspondence relating to the Canada/United States free trade negotiations, the North American Free Trade Agreement, free trade agreement and implications. *Topics:* Briefings; committees; working groups; investment issues; evaluation of foreign investment flows and stocks; free trade implications; cultural and other industries; formation of positions; barriers to investing in Canada and the U.S.; views from DRIE/ISTC and External Affairs and International Trade; thresholds; national security; amendments to the Investment Canada Act; press coverage; procurement review board; communications plan. ***Program Record Number:*** INV IRP 265

General

Description: General information and correspondence pertaining to inquiries, meetings, reports and statistics; information pertaining to general and specific projects assigned to the Investment Research and Policy Division; and correspondence relating to investment environment and policy research issues. *Topics:* The Canadian Edge; pharmaceuticals; joint ventures; investment funds; measures to encourage Canadianization; international business practices; takeover bids; alternative buyers; review of foreign investment policy; foreign takeovers of Canada's high technology firms; globalization and foreign investment slide presentation; research capabilities; SRI International (Canadian Issues Group); contract information; privatization; business incubators; Canadian labour relations climate and investment attitudes; franchising; entrepreneurship; investment framework policy for international competitiveness. ***Program Record Number:*** INV IRP 250

Industrial and Corporate Research

Description: Information and correspondence relating to industrial analyses; government policies and initiatives on various industries and industrial sectors. *Topics:* General; minerals; oil and gas; real estate; strategic analysis; energy sector; corporate testimonials; federal provincial task force on investment and international trade barriers; science and technology policy; advanced industrial materials; construction; automotive; taxation issues; finance and banking. *Access:* Files arranged by industry or industrial sector and by topic. ***Program Record Number:*** INV IRP 240

Investment Research and Policy - Research Projects

Description: Information and correspondence pertaining to specific research projects. *Topics:* General; Decima studies and reports; joint ventures; venture capital project; scanning model; health care industry in Canada; foreign investment, technology and economic growth; investment flows; strategic alliances; key company analysis; mergers and acquisitions; corporate taxation; Phoenix project; Canada's technological capabilities; Canadian investment to year 2000; portfolio investment project; Gleneagles research project; prospective studies; CDIA and Trims project; Canadian minority equity participation; world product mandate; joint venture projects with the University of Western Ontario; Canada's fair share of international direct investment; Canada's leading companies; investment activity database; business roundtable discussions on international investment issues (Conference Board of Canada); multi-lateral investment agreement-Strategicon. *Access:* By specific issue or project. *Program Record Number:* INV IRP 270

Investment Research and Policy - Working Papers

Description: Includes correspondence relating to the various working papers written for the Agency by research and policy. *Topics:* Working papers-general; Canadian Minority Equity Participation in Foreign Controlled Subsidiaries; Subsidiary Strategy in a Free Trade Environment; Formation and Operation of Joint Ventures in Canada; Trends and Traits of Canadian Joint Ventures; Business Implications of Globalization; International Investment; Canadian Developments in a Global Context; Opportunities and Challenges of North American Free Trade: a Canadian perspective; Multilateral Investment Accord: issues, models and options. *Access:* By specific topic or title. *Program Record Number:* INV IRP 273

Parliamentary Matters

Description: Information and correspondence relating to cabinet material and parliamentary matters. *Topics:* Briefings; orders-in-council; agendas; memoranda; committees; questions and responses in Parliament; royal commissions. *Program Record Number:* INV IRP 245

■ Corporate Services Division

Audits and Reports

Description: Correspondence relating to the overall administration of auditing matters, methods, procedures and responsibilities for performing required audits. *Topics:* General, Internal Audit Plan; Records Management Audit. *Program Record Number:* INV SER 285

Delegation of Authority

Description: Correspondence relating to the delegation of authorities such as financial and staffing. *Topics:* Policy; General; Delegation of Classification Authority; Delegation of Staffing Authority; Financial Signing Authority; Instrument of Delegation; Increased Ministerial Authority and Accountability. *Program Record Number:* INV SER 287

Employee Assistance

Description: Correspondence relating to the administration of the Employee Assistance Program. *Topics:* General; Policy. *Program Record Number:* INV SER 289

General

Description: General information relating to administrative functions and activities such as letters of appreciation, congratulation and greetings; correspondence dealing with unsolicited offer of services from associations, companies, etc., excluding individuals; staff surveys. *Program Record Number:* INV SER 280

Occupational Safety and Health

Description: Correspondence relating to policies and procedures for implementing safety directives, establishing responsibilities for safety procedures governing withdrawal from work in the event of imminent danger. *Topics:* Policy; General; Omnibus Warning System; Smoking in the Workplace; Safety and Health Committee. *Access:* By topic. *Program Record Number:* INV SER 291

Organization

Description: Includes policies and procedures for the execution of departmental responsibilities, creation of and changes in organization, function, plans and programs. *Topics:* Policy; General; Charts; Transitional Organization; Organization changes; Public Service 2000. *Program Record Number:* INV SER 293

Program Evaluation

Description: Correspondence relating to program evaluation. *Topics:* General; Framework policy; Program assessment; Study; Newsletter; Steering Committee; Investment Development Division. *Program Record Number:* INV SER 295

Training and Development

Description: Correspondence relating to training and training schedules. *Topics:* General; outside agencies; Public Service Commission; Treasury Board. *Program Record Number:* INV SER 297

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting
Administration
Administration and Management Services
Budgets
Buildings and Properties
Classification of Positions
Employment and Staffing
Equipment and Supplies
Finance
Human Resources
Official Languages

Pensions and Insurance

Personnel

Procurement

Salaries and Wages

Staff Relations

Personal Information Banks

Access to Information and Privacy Requests

Description: This bank contains requests submitted by individuals seeking access to information under the Access to Information Act and the Privacy Act, replies to such requests and information relating to their processing, including copies of information that may have been disclosed and any record of subsequent complaints. Records are maintained in chronological order under the name of the individual requesting the information. ***Class of Individuals:*** Individuals requesting information under the Access to Information Act and the Privacy Act. ***Purpose:*** The information is used to process formal access requests in accordance with the Access to Information Act and the Privacy Act, and to provide a record of all such requests received by the Agency. ***Consistent Uses:*** This bank is also used for compiling statistics relating to the administration of the Acts and to assist in the preparation of the annual reports to Treasury Board and to Parliament on access requests received under the Access to Information Act and the Privacy Act. ***Retention and Disposal Standards:*** These files are held for two years after the last administrative action and are then destroyed. ***TBS Registration:*** 002555 ***Bank Number:*** INV PPU 020

Applications for Employment

Description: This bank contains unsolicited applications for employment submitted directly by individuals to Investment Canada. These requests usually consist of a covering letter and a curriculum vitae. Individuals seeking access to this bank must provide their name, address and date of birth. ***Class of Individuals:*** Individuals seeking employment. ***Purpose:*** This bank exists to keep a record of unsolicited applications for employment received by the Agency in order to identify individuals, their skills and abilities, work histories and education for possible future employment with the Agency. ***Retention and Disposal Standards:*** Records are retained for two years and are then destroyed. ***TBS Registration:*** 002557 ***Bank Number:*** INV PPU 015

Cases

Description: Information in this bank is provided by investors when inquiring about possible services to be provided by the Agency and/or in order to notify the Agency of their proposed or actual investments in Canada. This information includes the name, address, telephone number, description of the investor's business activities, description of the project to be undertaken, province of interest, size of proposed investment and the name and telephone number of any intermediaries. ***Class of Individuals:*** Business community and individual investors seeking to invest in Canada either by acquiring a Canadian business or by establishing a new business. ***Purpose:*** The information in this bank is used to identify and assist investors with similar investment intentions; to process notifications and applications in accordance with the Investment Canada Act and to provide a record of all notifications and applications received in the Agency. ***Consistent Uses:*** This bank is also used for compiling statistics for use in the preparation of reports to the Minister and to assist in the preparation of the Agency's Annual Report. ***Retention and Disposal Standards:*** Records are retained for fifteen years from last action and are then destroyed. ***TBS Registration:*** 002766 ***Bank Number:*** INV PPU 005

Contacts

Description: Information in this bank consists of names, addresses, telephone numbers and titles of business contacts and associates. In some instances the information includes dates of meetings and issues discussed. ***Class of Individuals:*** Individuals from both the private and public sector. ***Purpose:*** The information in this bank is used to keep a record of all personal and professional contacts for ongoing and future use by the President of the Agency. ***Retention and Disposal Standards:*** Scheduling submission is in draft form to be discussed with management. Once approved it will be submitted to Archives for approval. ***TBS Registration:*** 002767 ***Bank Number:*** INV PPU 025

Contracts

Description: This bank contains information such as the request for service by the manager, the original contractual document and reasons for not authorizing payment if the terms of the contract have not been met. Active files are kept within the Financial and Administrative Services Section of the Agency, but further information may be contained in files of the Division administering the contract. ***Class of Individuals:*** Individuals from the private sector under contract for services to the Agency. ***Purpose:*** The purpose of this bank is to keep a record of all personal and professional service contracts entered into by the Agency. The bank is used to administer contracting services, to make payments when required, to collect receivables, and to perform accounting and administrative functions. The information is also used to facilitate the selection of consultants and to carry out auditing and evaluation. ***Retention and Disposal Standards:*** Records are retained for six fiscal years and are then destroyed. ***TBS Registration:*** 002556 ***Bank Number:*** INV PPU 010

Mailing Lists

Description: Information is this bank is provided by individuals interested in receiving publications and investment information created by the Agency. This information includes individual's name, identification number, address and telephone number, language preference and, where applicable, company name and position held. ***Class of Individuals:*** Business community, individual investors and students interested in receiving publications and investment information created by the Agency. ***Purpose:*** The information in this bank is used to provide individuals with copies of publications requested which originate with Investment Canada. ***Consistent***

Uses: This bank is also used for bulk mailing of publications and information created by the Agency.INV DEV 195 ***Retention and Disposal Standards:*** Records are retained for six months or when superseded or converted to machine operations. ***TBS Registration:*** 002768 ***Bank Number:*** INV PPU 030

Manuals

- Personnel Policy Manual
- Policy and Procedures Manual
- File Index/Classification Manual
- Secretarial Procedures Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for general information about the Agency and its functions may be directed to:

Director of Communications
Investment Development Division
P.O. Box 2800, Station D
Ottawa, Ontario
K1P 6A5

(613) 995-4128

Reading Room

The Agency's Information Centre has been designated under the Access to Information Act as a public reading room. Its address is:

240 Sparks Street, 5th Floor West,
Ottawa, Ontario.

Labour Canada

Chapter 60

General Information

Background

The Department of Labour (Labour Canada) was established in 1900 under the Conciliation Act. It now operates under the Department of Labour Act.

Responsibilities

The Minister of Labour is responsible for the administration of the Canada Labour Code, the Fair Wages and Hours of Labour Act, the Penitentiary Inmates Accident Compensation Regulations, the Government Employee Compensation Act, the Merchant Seamen Compensation Act and the Labour Adjustment Benefits Act. The Department collects and publishes information on labour conditions and conducts enquiries into important industrial questions.

Legislation

- Canada Labour Code, R.S.C. 1985, c. L-2
  - Part I (Industrial Relations)
  - Part II (Occupational Safety and Health)
  - Part III (Labour Standards)
- Department of Labour Act, R.S.C. 1970, c. L-2
- Fair Wages and Hours of Labour Act, R.S.C. 1970, c. L-3
- Government Employee Compensation Act, R.S.C. 1970, c. G-8
- Hazardous Products Act and Regulations for WHMIS
- Labour Adjustment Benefits Act, R.S.C. 1980-81-82-83, c. 89, amended by R.S.C. 1980-1981-82-83, c. 109, 169
- Merchant Seamen Compensation Act, R.S.C. 1970, c. M-11, amended by R.S.C. 1970, c. 19, 2nd Suppl.
- Penitentiary Inmates Accident Compensation Regulations
- Non Smoker's Health Act

Organization

■ Management Systems and Services

Management Systems and Services consists of Financial and Administrative Services, Corporate Services, Safety and Security Services, and Informatics Branch. It is responsible for the implementation of corporate systems and policies in the general areas of administration, finance, information, audit and evaluation.

■ Communications Directorate

The Communications Directorate informs workers, employers and the general public on a wide range of labour-related matters, including the Department's objectives, programs and services. It advises the departmental management on all aspects of communications and co-ordinates communications activities. It is also responsible for media relations, audio-visual services, editorial and creative writing services, and publishing. It produces the Department's annual report and its newsletter.

■ Personnel Branch

The Personnel Branch is responsible for the Department's personnel relations: Human resources, classification, pay, staff relations and employee services. In addition, it looks after the Department's official languages plan, language training and employment equity.

■ Merchant Seamen Compensation Board

The Merchant Seamen Compensation Board administers the Merchant Seamen Compensation Act, which provides worker's compensation coverage for seamen who are employed on vessels registered in Canada and who are not covered by a provincial workers' compensation act.

■ Federal Mediation and Conciliation Service

The Federal Mediation and Conciliation Service consists of the Technical Support and Operational Research Branch, the Legislative and Special Projects Branch, the Arbitration Services Branch, and the Mediation and Conciliation Branch. It is responsible for the administration of the dispute resolution provisions of the Canada Labour Code.

Technical Support and Operational Research Branch: Carries out specialized research activities and projects pertinent to the resolution of labour-management disputes. It provides operational research support to conciliation officers and mediators in the field and at headquarters. In addition, it analyses developments and trends in industrial relations in Canada, the United States and other countries.

Legislative and Special Projects Branch: Analyses labour board and court decisions to ensure the maintenance of an appropriate framework for labour-management relations. Legislative developments in provincial jurisdiction are also monitored. The Branch provides advice on the labour implications of various government initiatives and policies.

Arbitration Services Branch: Responsible for effecting the ministerial appointment of grievance arbitrators under collective labour agreements, and of adjudicators to hear complaints of alleged unjust dismissal made by non-unionized employees. The Branch also maintains an inventory of all arbitration/adjudication decisions. These decisions are analyzed, indexed and summarized in scope note format in the monthly publication, Arbitration Services Reporter.

Mediation and Conciliation Branch: Provides neutral third-party assistance to labour and management to resolve disputes arising during the negotiation of collective agreements by appointing conciliation officers, conciliation commissioners or boards and mediators under Part I of the Canada Labour Code. It also helps improve labour relations between specific parties through the practice of preventive mediation during the term of a collective agreement, and the general labour relations climate through the appointment of Industrial Inquiry Commissions.

■ Policy Program

This Branch consists of the Women's Bureau, the International Relations Branch, the Federal-Provincial Relations Branch, the Policy and Strategic Analysis Branch, the Older Worker Adjustment Branch, the Bureau of Labour Information and the Labour Outreach Secretariat. It is responsible for the management of programs that offer funding or services to groups and individuals, for advising officials on labour policy and for publishing data and discussion papers on policy options. It also co-ordinates the Department of Labour's relations with provincial governments, international organizations and the Canadian private sector.

Women's Bureau: Reviews legislation, programs and policies on the employment of women, and recommends initiatives indicated by socio-economic developments which affect women in the workplace. It co-operates with federal, provincial and international agencies to improve the situation of women working for pay and conducts in-depth research on relevant current issues. The Bureau has a regular publication program and is the focal point within and outside the Department for information concerning women in the labour force. Promotional activities are carried out to facilitate the improvement, support and recognition of women's concerns in the world of paid work. The Bureau's Reference Centre is open to the public.

International Relations Branch: Responsible for the Department's international labour activities including those connected to the International Labour Organization (ILO) and other international labour bodies in which Canada has strong interest. It also acts as an intelligence unit generating information and suggestions to appropriate centres in the Department, consults with the provinces' labour and employer organizations on ILO matters, and maintains liaison with the Canada Branch of the ILO.

Federal-Provincial Relations Branch: Works towards strengthening consultative efforts between levels of government and developing new mechanisms, either on a bilateral or multilateral basis, to assist in the resolution of differences between the federal government and the provincial and territorial governments in the labour field. It also assesses various federal-provincial-territorial labour policy issues, arranges federal-provincial-territorial labour meetings and provides secretariat services to the Canadian Association of Administrators of Labour Legislation. The Branch monitors and analyses the trends and issues pertaining to labour matters in provincial-territorial jurisdictions. It also prepares reports on Canadian labour legislation and maintains a documentation centre on the subject.

Policy and Strategic Analysis Branch: Studies major economic and social issues and ensures that labour concerns are fully integrated into the government's policy-making process. Among its key responsibilities are providing regular briefings for the Minister's use at Cabinet Committee meetings, and providing information and analysis on current issues of importance from a labour perspective.

Older Worker Adjustment Branch: Responsible for the policy, planning, management and monitoring of the Department's labour adjustment programs, that is, the Labour Adjustment Benefits Program and the Program for Older Worker Adjustment, which was announced on October 6, 1988. The Branch also contributes to the overall policy, planning and program development work of the federal government in the area of labour and industrial adjustment.

Bureau of Labour Information: Collects, processes, publishes and disseminates information on current major collective bargaining settlements, the wage implications of settlements and various provisions in collective agreements, work stoppages due to strikes and lock-outs, labour organizations and union membership. The Bureau also maintains a computerized database containing information on major agreements and an extensive library of collective agreements from all jurisdictions in Canada. The Bureau provides direct service to clients seeking information on the above matters. The Bureau also retains copies of non-confidential labour union returns received under the Corporations and Labour Unions Returns Act (CALURA). These are available for public viewing.

Labour Outreach Secretariat: Responsible for the operation of three programs: The Labour Assignment Program, the Technology Impact Program and the Labour Issues Assistance Fund. The Branch provides contributions to applicants in the areas of applied research on social and human impacts of technological change, for the participation of organized labour in public policy issues, and for the enhancement of labour-government and labour-management relations and understanding. The Branch also facilitates temporary work assignments of senior officials from trade unions to the federal public service, and senior civil servants to trade unions.

■ Operations Program

The Operations Program consists of the Labour Standards and Equal Pay Branch, the Occupational Safety and Health Branch, the Fire Prevention Branch, the Program Services and Systems Branch, and the Regional Operations Branch. The Program is responsible for implementing policies and delivering services designed to foster the economic and social well-being of working Canadians, for administering the labour standards and occupational safety and health provisions of the Canada Labour Code and other legislation under the Department of Labour's jurisdiction that minimizes fire risks to life and property. Its work is conducted at departmental headquarters in the National Capital Region and across Canada through the Department's 6 regional and 23 field offices.

Labour Standards and Equal Pay Branch: Concerned with improving working conditions in the federally regulated private sector through the interpretation, application and periodic review of Part III (Labour Standards) of the Canada Labour Code and the development of constructive labour-management relations through the promotion of labour education. As well, the Branch promotes, educates and provides technical advice and guidance to employers and unions and makes inspections for the implementation of equal pay for work of equal value.

Occupational Safety and Health Branch: Develops policies and programs to promote safe and healthy working conditions through the application of Part II of the Canada Labour Code (Occupational Safety and Health). It also provides industrial safety and hygiene engineering and laboratory services and is responsible for policy development and claims adjudication in the area of compensation for work-related injury for federal employees and penitentiary inmates.

Fire Prevention Branch and the Fire Commissioner of Canada: Provide policies and programs to promote fire prevention. The unit also provides fire protection services to the Treasury Board, as the federal government employer such as building plan reviews, standards development, fire inspections and investigations.

Regional Operations: Responsible, through its 6 regional and 23 field offices, for delivering the Department of Labour's programs that cover occupational safety and health, conditions of work, fire protection services, education and injury compensation. They also serve as focal points for information about other Department activities.

Information Holdings

Program Records

Acts and Regulations

Description: Information on compensation and coverage for federal employees who make claims as a result of an accident or work-related injury. *Topics:* Amendments and regulations; reciprocal arrangements; security and insurance requirements; appointment of medical advisers. *Access:* Files arranged by organization, association and company. *Program Record Number:* LAB MSC 025

Acts, Regulations and Legislation

Description: Information on representations, revision, development and amendments of Part III of the Canada Labour Code (Labour Standards), Fair Wages and Hours of Labour Act and the Female Employees Equal Pay Act. *Topics:* Labour Standards – general; representations (for or against) the Code; rules and regulations of the Code; revision, development and amendments to the Code; hours of work extension orders; interpretation coverage by industry; enquiries on the Code by industry; ministerial orders; enquiries outside the scope of the Canada Labour Code by province; posting of notice of the Code; studies, complaints, investigations, shared-cost program projects, and enquiries. *Access:* Files arranged by industry, province and subject. *Program Record Number:* LAB ERC 180

Adjudication (Part III)

Description: Information on the appointments of adjudicators under the Canada Labour Code (Unjust Dismissal). *Topics:* Requests for the appointment of adjudicators to hear unjust dismissal complaints under – Part III of the Canada Labour Code. *Access:* Files arranged by individual and company. *Program Record Number:* LAB ASB 045

Arbitration (Part I)

Description: Information on arbitration under Part I of the Canada Labour Code (Industrial Relations). *Topics:* Arbitration – general; cases under Part I of the Canada Labour Code (Industrial Relations); studies and surveys; awards; inventory of curricula vitae of persons interested in acting as arbitrators. *Access:* Files arranged by province, union and company. *Program Record Number:* LAB ASB 040

Bureau of Labour Information

Description: Information on activities to encourage and facilitate access to the public information required by those involved in the collective bargaining process. *Topics:* Administration; public relations; data system; committees, boards, conferences, meetings, seminars; liaison and co-operation with provincial governments; management; organizations and associations; labour unions; federal departments and agencies; universities and institutions; regional and international offices. *Access:* Files arranged by universities, associations, regional offices, labour unions, federal departments and agencies, conferences, meetings, seminars. *Program Record Number:* LAB BLI 145

Collective Agreements

Description: All collective agreements under federal jurisdiction and agreements under provincial jurisdiction covering 100 or more employees. *Access:* Files arranged by employer, province, location, industry and union. *Storage Medium:* Microfiche for older agreements, paper files and computer tapes. *Program Record Number:* LAB BLI 155

Collective Bargaining

Description: Information on major collective agreement settlements, their wage changes and statistics. *Topics:* Collective bargaining settlements; wage changes from settlements; provisions in collective agreements (statistics). *Access:* Files arranged by subject of agreement provisions. *Storage Medium:* Computer and microfiche. *Program Record Number:* LAB BLI 160

Compensation

Description: Information on compensation legislation and coverage for federal employees and penitentiary inmates who make claims as a result of an accident or other work-related injury. *Topics:* Terms and conditions to establish coverage; legislation; provincial arrangements; special compensation arrangements for coverage of non-federal employees while on assignments with the

Crown; Workers Compensation Board Claim Data. *Access:* Most files are compiled in machine-readable files. Files arranged by departments and agencies, subjects and provinces. ***Program Record Number:*** LAB OSH 235

Complaints

Description: Information on complaints, investigations and prosecutions under Part III of the Canada Labour Code (Labour Standards). *Topics:* Complaints; legal options; investigations; reports and prosecutions against individuals, groups and companies; inspection procedures. *Access:* Files arranged alphabetically by individuals and companies. Files are located at regional offices. ***Program Record Number:*** LAB ERC 185

Conciliation and Mediation

Description: Information on requests for conciliation or mediation assistance under Part I of the Canada Labour Code (Industrial Relations). *Topics:* Notices of Dispute, requests for conciliation and appointments of conciliation officers, commissioners and mediators. *Access:* Files arranged by bargaining unit. ***Program Record Number:*** LAB MCB 050

Conferences and Committees

Description: Information on conferences and committees in which the Women's Bureau participates. *Topics:* Minutes; proceedings of conferences; committees; conventions; commissions; International Women's Year and meetings. *Access:* Files arranged by subject. ***Program Record Number:*** LAB WBA 005

Conferences and Meetings

Description: Information on activities between federal and provincial governments in the labour field, organization, arrangements and other secretariat services for the Canadian Association of Administrators of Labour Legislation, conferences and related matters. *Topics:* Labour Minister's conferences; memberships; annual conference; meetings of the executives; Statistics and Research Standing Committee; Women in Employment Committee; Occupational Safety and Health Committee; Labour Relations Committee; Labour Standards Committee. ***Program Record Number:*** LAB FPR 120

Conferences, Committees, Meetings

Description: Information on international conferences, committees and meetings in the labour field. *Topics:* Conferences – International Labour Organization annual conferences, preparatory and specialized international conferences, regional conferences. Committees – ILO Governing Body and its committees, industrial committees, Committee of Experts on the Application of Conventions and Recommendations. Meetings – Specialized meetings of experts; tripartite, international meetings. *Access:* Files arranged by conferences, committees, meetings. ***Program Record Number:*** LAB IRB 085

Consent to Complain

Description: Requests for ministerial consent to make complaints to the Canada Labour Relations Board alleging unfair labour practices. *Topics:* Requests for ministerial consent to complain to the Canada Labour Relations Board under Part I section 97 (3) of the Canada Labour Code (bargaining-related complaints). *Access:* Files arranged by bargaining unit. ***Program Record Number:*** LAB MCB 060

Corporations and Labour Unions Returns Act (CALURA)

Description: Copies of the non-confidential part of labour unions returns for public viewing. *Topics:* General; names of unions and organizations; names and addresses of unions; names of officers; number of members; names and addresses of employers with whom union has collective agreements. *Access:* Files arranged by union name.There is a nominal charge for public viewing. ***Program Record Number:*** LAB BLI 150

Economic and Industrial Relations Analysis

Description: Information on statistical analysis of the labour force and economic conditions in industries. *Topics:* Statistical analysis of the labour market; cost of living; economic conditions and policy; wage analyses in different industries. *Access:* Files arranged by subject and industry. ***Program Record Number:*** LAB BLI 125

Federal Contracts

Description: Information on federal contracts by department or agency to individuals and companies. *Topics:* General policy; labour conditions by federal departments and agencies. *Access:* Files arranged alphabetically by departments and agencies. Files located at regional offices. ***Program Record Number:*** LAB ERC 190

Federal Industries

Description: Information on labour, industrial relations and collective bargaining with particular reference to the federal jurisdiction. *Topics:* Industrial relations issues and developments, collective agreement negotiations and disputes; federal industries – air and truck transport, railways, shipping and ferries, banks, Crown corporations, St. Lawrence Seaway, feed and flour mills, grain elevators, mining, pipelines, broadcasting, telephones and cable systems, and port operations. *Access:* Files arranged by industry and company, by union, and by subject. ***Program Record Number:*** LAB TSO 030

Fire Commissioner of Canada

Description: Information on the responsibility of the Fire Commissioner of Canada for fire safety in and around government of Canada property. *Topics:* Fire protection; fire emergency organization; fire orders and drills; inspections and investigations; promotion and development of fire safety; fire loss statistics and reports; false alarms; fire safety, equipment standards and engineering services. *Access:* Files and reports are located in headquarters and regional offices. ***Program Record Number:*** LAB FPF 270

General Inquiries on Labour Relations

Description: Correspondence and general documentation on labour relations topics. *Topics:* Industrial labour conditions and labour relations – general; strikes and lock-outs; government departments and agencies; trade unions; individual unions; revitalization program railway passenger services (VIA Rail); air transport; banking; fishing; grain elevators; highway transport or trucking; mining and processing; radio and television; railways; shipping; stevedoring and longshoring; telephone and telegraph system; construction; shipbuilding; pulp and paper; metal trades; petroleum products; musicians; textiles; fur industry; meat packing industry; safety, seniority, pensions, hours of work, wages, dismissal. *Access:* Files arranged by industry, union and subject. ***Program Record Number:*** LAB MCB 065

Grants

Description: Information on financial assistance to individuals or groups of individuals for their studies in industrial relations in the labour field, and to labour organizations and central labour bodies to offset costs for staging educational events related to labour issues. *Topics:* University and departmental grants – policy, application for, and grants; by individual and associations. *Access:* Files arranged by subject and organization. ***Program Record Number:*** LAB LOS 130

Hazardous Occurrences

Description: Information on the reporting and investigation of hazardous occurrences and work-related injuries; also complaints and enquiries by individuals and companies. *Topics:* Hazardous occurrences – general reports of fatalities; employers' annual hazardous occurrence reports; investigations, complaints and enquiries on personal injuries and fatalities. *Access:* Most files are located in regional offices by industry and company. *Storage Medium:* Majority of information compiled in machine-readable files. ***Program Record Number:*** LAB OSH 230

Hours of Work

Description: Information on hours of work, exemptions and related matters. *Topics:* Hours of work – general; policy; interpretations; application and reports; averaging; regulations; modification; studies, surveys; liaison – internal and provincial committees; individual industry exemptions. *Access:* Files arranged by industry, province and country. ***Program Record Number:*** LAB ERC 195

Industrial Inquiry Commissions, Boards, Task Force on Labour Relations

Description: Information on Labour Relations – independent committees established to enquire into specific topics under Part I of the Canada Labour Code (Industrial Relations). *Topics:* Proceedings of the Task Force on Labour Relations (committee minutes, studies, briefs, Cabinet discussions, final recommendations); proceedings of various industrial inquiry commissions and boards established under the Canada Labour Code (minutes, submissions, reports and recommendations). *Access:* Files arranged by subject. ***Program Record Number:*** LAB MCB 070

Inquiry Commissions

Description: Information on inquiry commissions pertaining to Part III of the Canada Labour Code (Labour Standards). *Topics:* Inquiry commissions generally; by subject; by industry; by section of the Code. *Access:* Files arranged by subject and by industry. ***Program Record Number:*** LAB ERC 200

International Centre for Advanced Technical and Vocational Training

Description: Information on the Department's international labour activities. *Topics:* Board meetings; information; bulletins; financial; Canadian membership on staff and advisory board; fellowship training (individual trainees). *Access:* Files arranged by individual, subject. ***Program Record Number:*** LAB IRB 090

International Institute for Labour Studies

Description: Information on the Department's international labour activities. *Topics:* Canadian fellowship program; financial; African regional seminar. *Access:* Files arranged by subject. ***Program Record Number:*** LAB IRB 095

International Labour Organization

Description: Information on the Department's international labour activities involving the International Labour Organization (ILO). *Topics:* ILO – general; constitution; staffing; press releases; financial; reports; statistics; surveys; publications. *Access:* Files arranged by subject and sessions. ***Program Record Number:*** LAB IRB 100

International Labour Organization – United Nations

Description: Information on the Women's Bureau involvement in the International Labour Organization (ILO), the Organization for Economic Co-operation and Development (OECD), and the United Nations, with regard to women in the labour force. *Topics:* ILO – general; Government of Canada (Article 22) to ILO; Eighth Conference of American States – Members of ILO; meetings of the deputy minister of Labour on ILO questions; ILO – meetings, conference sessions; United Nations – general; General Assembly of the United Nations (by session); International Committee on Human Rights; Economic and Social Council; Commission on Status of Women (by session, population, commission, conferences); and OECD (various committees). *Access:* Files arranged by subject. ***Program Record Number:*** LAB WBA 010

International Services

Description: Information on the Department's international labour activities, including gathering of information. *Topics:* Sources of information by country, labour counsellors. *Access:* Files arranged by country. ***Program Record Number:*** LAB IRB 105

Jurisprudence

Description: Labour board and court decisions impacting on the interpretation of the Canada Labour Code, Part I. *Access:* Files arranged by style of cause and section number of the Code. ***Program Record Number:*** LAB LSP 035

Labour Assignment Program

Description: Information on temporary exchanges of individuals between labour organizations and the federal public service. *Topics:* Nature of assignments, curriculum vitae, applications, financial considerations. *Access:* Files arranged alphabetically by individual on assignment. ***Program Record Number:*** LAB LOS 132

Labour Education Program

Description: Information on financial assistance to unions, academic institutions, employee associations and individual union members for Labour Education purposes. *Topics:* Administration; finances; publicity; program evaluation; research and statistics; training; meetings; boards; committees; conferences and seminars; liaison and co-operation with regional offices, government departments and agencies, provincial governments and foreign countries; liaison with associations, organizations, federations of labour, academic institutions; and applications for financial assistance under the Labour Education Support Program. *Access:* Files arranged by province, project, region, department or agency, organization, association, union, academic institution and individual. ***Program Record Number:*** LAB ERC 205

Labour Issues Assistance Fund

Description: Information on financial contributions for the promotion of participation of organized labour in public policy issues for the enhancement of labour-government and labour-management relations and understanding. *Topics:* Conferences, research. *Access:* Files arranged by organization. ***Program Record Number:*** LAB LOS 133

Labour Law Documentation

Description: Information on labour statutes, bills, acts, regulations, publications, reports which facilitate labour research. *Topics:* Bills; Regulations; Revised Statutes and Gazettes for all jurisdictions in Canada; Canadian and American Labour Law Reports; publications on labour legislation; and special reports. ***Program Record Number:*** LAB FPR 121

Laws and Regulations – Safety and Health

Description: Information on safety legislation, standards and regulations. *Topics:* Revisions, developments, amendments, interpretations and jurisdictional matters under Part II of the Canada Labour Code (Occupational Safety and Health); development of safety regulations; federal and provincial legislation, standards and regulations. *Access:* Files arranged by topic, province and country. ***Program Record Number:*** LAB OSH 240

Layoffs and Terminations

Description: Information on layoffs and terminations. *Topics:* Group and individual termination – general; interpretations; application policy; unjust dismissal – general and interpretations; redundancy and layoff program – general. *Access:* Files arranged by industry and subject. ***Program Record Number:*** LAB ERC 210

Leave and Pay

Description: Information on general holidays, maternity, bereavement, sick leave, vacation with pay, severance and garnishment pay. *Topics:* Holidays – interpretations; substitution with or without collective agreement, by industry and federal departments; maternity leave, bereavement, and sick leave – interpretations by industry; vacations with pay – interpretation, waive vacation for year of employment, approving vacation for year of employment; severance pay – general; garnishment – interpretations and policy. *Access:* Files arranged by industry and subject. ***Program Record Number:*** LAB ERC 215

Liaison and Public Relations

Description: Information on Women's Bureau liaison with other organizations on women in the labour force. *Topics:* Liaison with provinces, departments, countries, associations and organizations; public relations – general; publications requested and received; suggestions and representations; complaints; and publicity. *Access:* Files arranged by subject, province, department and country. ***Program Record Number:*** LAB WBA 015

Older Worker Adjustment

Description: Correspondence and general information relating to the administration of the Labour Adjustment Benefits (LAB) Program for designated industries (Textile, Clothing, Footwear and Tanning) and the administration of the Program for Older Worker Adjustment (POWA); research on estimated expenditures; certification of layoffs by the Labour Adjustment Review Board and other administrative data pertaining to both programs. *Access:* Files arranged by subject. ***Storage Medium:*** Statistics on computer tapes. ***Program Record Number:*** LAB OWB 141

Organization for Economic Co-operation and Development

Description: Information on the Organization for Economic Co-operation and Development in which the Department has a strong interest, including minutes and proceedings. *Topics:* Directorates; committees; working parties; committee of experts; seminars; conferences; commissions. *Access:* Files arranged by session and subject. ***Program Record Number:*** LAB IRB 110

Pensions and Insurance Research

Description: Information on the Uniform Statistical Program, communications on federal jurisdiction pension plans and pension plan issues and legislation. *Topics:* Statistics on individual companies; pension submissions by companies and other parties; acts and bills on pensions; and insurance plan legislation in Canada and other countries. *Access:* Files arranged by industry, company, individual and country. ***Program Record Number:*** LAB BLI 135

Post Certification First Contact

Description: Information related to Branch contact with parties following the certification of unions by the Canada Labour Relations Board for the purpose of ensuring their understanding of the dispute settlement provisions under Part I of the Canada Labour Code (Industrial Relations). *Access:* Files arranged by bargaining unit. ***Program Record Number:*** LAB MCB 076

Preventive Mediation

Description: Information on preventive mediation assignments of Branch staff to assist parties in resolving problems during closed period of their collective agreements. *Topics:* Preventive mediation cases. *Access:* Files arranged by bargaining unit. *Program Record Number:* LAB MCB 075

Quality of Working Life

Description: Information on promotional, educational and related activities in support of improvements in the quality of working life. *Topics:* Administration; liaison with resource persons and consultants; universities; professional and trade associations; individual companies and employers; regional offices; labour organizations; foreign governments; federal departments and agencies; provincial governments; municipalities; foreign and international institutions; promotion and communications; training and development research; conferences and seminars. *Access:* Files arranged by universities, associations, regional offices, labour offices, federal and provincial governments, conferences and projects. *Program Record Number:* LAB ERC 220

Reports and Statistics

Description: Legislation, reports, studies, submissions and projects on women in the labour force. *Topics:* Canada Labour Code, Part I (Fair Employment Practices), now repealed; Canadian Human Rights Act (1978); Canada Labour Code, Part III (Labour Standards); Fair Wages and Hours of Labour Act; reports, studies, submissions and projects. *Access:* Files arranged by subject. *Program Record Number:* LAB WBA 020

Research

Description: Information on wage, operational and policy research for Labour Canada. *Topics:* Research – general; wage determination and changes; Labour Code; fair employment practices; labour standards – wages, working conditions; industrial relations – general, federal jurisdiction wage research by industry, working conditions, working standards survey; new initiatives – general, projects; directory of industrial relations – courses and questionnaires, union research activities questionnaire, behavioral research – general, and projects. *Access:* Files arranged by subject. *Program Record Number:* LAB BLI 165

Research and Statistics

Description: Information on bibliographic research, general surveys and statistics. *Topics:* Part II of the Canada Labour Code (Occupational Safety and Health); Employers' Register; employers' annual hazardous occurrence experience reports; hazardous occurrence investigation reports; fatality reports; serious accident preliminary reports; grain dust medical surveillance data. *Access:* Files arranged by subject and province. *Storage Medium:* Majority of information compiled in machine-readable files. *Program Record Number:* LAB OSH 245

Safety and Health

Description: Information on safety and health surveys (in automated form), studies on hazards to workers in various sectors, and other activities to assist in the development of improved safety for workers. *Topics:* Occupational safety and health topics; inquiry commissions and boards; provincial inspection agreements; monitoring studies. *Access:* Files arranged by subject and province. *Program Record Number:* LAB OSH 250

Safety and Health Committees/Representatives

Description: Information on Safety and Health committees as established under Part II of the Canada Labour Code, sections 136 and 137. *Topics:* Committee minutes; guidelines; monitoring studies. *Access:* Files arranged by province, company and department. *Program Record Number:* LAB OSH 255

Strikes and Lock-outs and Labour Union Information

Description: Data on strikes, lock-outs, union membership, and directory information on labour organizations. *Topics:* Strikes and lock-outs; union membership; labour organization. *Access:* Files arranged by subject. *Storage Medium:* Computer tape. *Program Record Number:* LAB BLI 170

Technology Impact Program

Description: Information on financial contributions in aid of applied research into the social and human impacts of technological change in the workplace. *Topics:* Impact of technological change on health and safety; ergonomics; labour-management relations; unions and unionism; job satisfaction, productivity and working conditions. *Access:* Files arranged by organization. *Program Record Number:* LAB LOS 131

Technology Impact Research Fund

Description: Information on financial assistance for research or demonstration projects on the human and social aspects of technological change in the workplace. *Topics:* Impact of technological change; health and safety; ergonomics; labour/management relations; job satisfaction, productivity, and working conditions. *Access:* Files arranged by organization. *Program Record Number:* LAB LOS 123

United Nations

Description: Information on labour activities at the United Nations. *Topics:* Financial, press releases; United Nations development programs; United Nations Economic and Social Council – commissions, specialized agencies, technical assistance board. *Access:* Files arranged by subject. *Program Record Number:* LAB IRB 115

Wage Rates and Working Conditions

Description: Aggregate data on automated form from an annual survey of occupational wage rates, hours of work and certain working conditions in most establishments with 20 or more employees. *Topics:* Surveys – general; special requests for computer work; special surveys; elevator accidents; labour costs survey by industry; liaison and co-operation with provincial governments; outside surveys; working condition matters; annual survey; occupational wage rates; standard hours of work; vacations with pay; paid holidays; selected other benefits (periodic). Survey discontinued (information available for year up to 1985). ***Access:*** Files arranged by topics, province, community and industry. ***Program Record Number:*** LAB BLI 175

Wages

Description: Information on minimum wages on deferments, equal wages and payment of wages. ***Topics:*** Minimum wages – general, interpretations by industry, paid on a basis other than time; reduced wages for the handicapped and trainees; statement of wage exemptions; deferments – general; equal wages – general, interpretation by industry; payment of wages – general and interpretations. ***Access:*** Files arranged by industry and subject. ***Program Record Number:*** LAB ERC 225

Personal Information Banks

■ Employment Relations and Conditions of Work Branch

Complaints Received Under Canada Labour Code Part III

Description: Information contained in this bank includes complaints dealing with hours of work, overtime pay, minimum wages, equal wages, annual vacations, general holidays, multi-employment, severance pay, group termination, garnishment, maternity leave and unjust dismissal. The files contain statements of complaints from employees and employers, records of employment, correspondence with and reports on employees, employers and witnesses dealing with the complaint. ***Class of Individuals:*** Employees employed in undertakings under federal jurisdiction. ***Purpose:*** The purpose of the bank is to record, enquire about and resolve various complaints in connection with the application of the Canada Labour Code Part III (Labour Standards). ***Consistent Uses:*** The bank is used to determine if a violation exists under the Canada Labour Code, if the violation can be resolved between the parties, or if legal action is necessary. ***Retention and Disposal Standards:*** Files are retained for two years after settlement of complaint. ***TBS Registration:*** 000445 ***Bank Number:*** LAB PPU 005

Contracts for Professional Services – Quality of Working Life

Description: Information contained in this bank includes files on individuals, copies of the contract and/or agreement, record of payments made, copies of reports submitted, and related correspondence. ***Class of Individuals:*** Professional people qualified to conduct quality of working life programs. ***Purpose:*** The purpose of this bank is to maintain a record of contracts and/or agreements entered into by the Department of Labour with Canadian residents for the provision of professional services in support of the Department of Labour's quality of working life program. ***Consistent Uses:*** This bank is used to ensure terms and conditions of contracts and/or agreements are carried out and reports submitted prior to final payment. ***Retention and Disposal Standards:*** Six years after completion or non-renewal of contract. ***TBS Registration:*** 000446 ***Bank Number:*** LAB PPU 010

Resource Persons/Consultants – Quality of Working Life

Description: Information contained in this bank includes individual files of professors and other teaching personnel, management consultants and employees of work organizations actively engaged in quality of working life experimentation. ***Class of Individuals:*** Professors, university teaching personnel and management consultants engaged in a quality of working life project. ***Purpose:*** The purpose of this bank is to compile an inventory of Canadian residents having specialized knowledge and experience in teaching, writing and conducting research in the quality of working life field. ***Consistent Uses:*** This bank is used to maintain curricula vitae and related correspondence on individuals available for conducting quality of working life programs. ***Retention and Disposal Standards:*** Six years. ***TBS Registration:*** 000447 ***Bank Number:*** LAB PPU 015

■ Occupational Safety and Health Branch

Inmate Injury Compensation

Description: Information contained in this bank includes reports of accidents, claims for compensation, supporting medical documents, correspondence and records of sums of money paid. ***Class of Individuals:*** Inmates and former inmates of federal penitentiaries. Suitable proof of identification will be required before access is permitted. ***Purpose:*** The purpose of this bank is to record all claims for compensation under the Penitentiary Inmates Accident Compensation Regulations. ***Consistent Uses:*** The files are used to establish validity of claims and to determine inmates' monetary entitlement. ***Retention and Disposal Standards:*** Five years after claim settled, complete file then microfilmed. Microfilm retained for 100 years. ***TBS Registration:*** 000449 ***Bank Number:*** LAB PPU 025

Licensing of Provincial Inspectors under Canada Labour Code Part II

Description: Information contained in this bank includes name, address of applicant, qualifying certificate number of specialization, and name and title of supervisor. Files are located in Moncton, Willowdale, Winnipeg and Vancouver. ***Class of Individuals:*** Provincial employees holding a licence to carry out safety inspections for the Department of Labour under Canada Labour Code, Part II. ***Purpose:*** The purpose of this bank is to record and maintain applications of provincial employees holding licences to perform safety inspections as required under Canada Labour Code Part II. ***Consistent Uses:*** This bank is used to maintain a list of provincial inspectors qualified to perform safety inspections under Canada Labour Code, Part II. ***Retention and Disposal Standards:*** Two years after termination of employment. ***TBS Registration:*** 000448 ***Bank Number:*** LAB PPU 020

■ Merchant Seamen Compensation Board

Compensation Claim Files

Description: Information contained in this bank includes reports of accidents, claims for compensation, supporting medical documents, correspondence and records of monies paid. *Class of Individuals:* Seamen employed on vessels registered in Canada. Suitable proof of identification will be required before access is permitted. *Purpose:* The purpose of this bank is to record all claims for compensation under the Merchant Seamen Compensation Act. *Consistent Uses:* The files are used to establish validity of claims and to determine the seamen's monetary entitlement. *Retention and Disposal Standards:* Five years after claim settled, then complete file microfilmed. Microfilm retained for 100 years. *TBS Registration:* 000450 *Bank Number:* LAB PPU 030

■ Mediation on Conciliation Branch

Conciliation Commissioner or Conciliation Board Members Files

Description: Information contained in this bank includes names and addresses of non-governmental persons who have either acted for the mediation and conciliation service in the role of conciliation commissioners and board chairmen, or who possess the required experience and qualifications to undertake the third-party work. In some cases the files contain curricula vitae relating to person's involvement in industrial disputes at the provincial level, or in respect of the service. *Class of Individuals:* Canadian citizens. *Purpose:* The purpose of this information bank is to assist the Federal Mediation and Conciliation Service to select suitable persons to act as conciliation commissioners and board chairmen in reaching settlements of collective bargaining disputes, subject to the jurisdiction of Canada Labour Code, Part I (Industrial Relations). *Consistent Uses:* This bank is used to maintain a list of persons qualified to act as conciliation commissioners and board chairmen. *Retention and Disposal Standards:* Two years after a person advises the Director General of Mediation and Conciliation that he/she no longer wishes to be considered for the position of Conciliation Commissioner and Conciliation Board chairman. *TBS Registration:* 000451 *Bank Number:* LAB PPU 035

■ Arbitration Services Branch

Adjudicators, Sole Arbitrators and Arbitration Board Chairpersons

Description: Information contained in this bank includes names, addresses, curricula vitae of Canadian citizens used in determining selection of individuals for the positions of sole arbitrators, arbitration board chairpersons and adjudicators. *Class of Individuals:* Canadian citizens. *Purpose:* To assist the Arbitration Services Branch in selecting suitable persons to act as grievance arbitrators and adjudicators, subject to the Canada Labour Code, Part I (Industrial Relations) and Part III (Labour Standards). *Retention and Disposal Standards:* Two years after the Department of Labour is notified that the person is no longer available to act as sole arbitrator, adjudicator or as chairperson of arbitration boards. *TBS Registration:* 000452 *Bank Number:* LAB PPU 040

■ Economics and Industrial Relations Research Branch

Application for University Grants

Description: Information contained in this bank includes application forms, letters of reference, copies of research proposals, general correspondence, notification of grants, budget reviews, working papers, final papers and letters to applicable universities. *Class of Individuals:* Canadian citizens residing in Canada or abroad who are graduate students or members of a university faculty. *Purpose:* To compile an inventory of applicants for consideration in the allocation of research money. *Consistent Uses:* This bank is used to circulate information on applications to members of the Department of Labour University Research Committee. It is also used to determine the applicants who will be awarded a grant. *Retention and Disposal Standards:* Rejected applications are kept for two years. Applications accepted are retained for 10 years. Selective retention by the National Archives of Canada. *TBS Registration:* 000453 *Bank Number:* LAB PPU 045

■ Older Worker Adjustment Branch

Labour Adjustment Benefits Program

The purpose of this bank is to assist the Department in monitoring and reviewing the Program for Older Worker Adjustment (POWA). As set out in an amendment to the Department of Labour Act and in agreement with various provinces, the program provides income assistance for eligible workers between the ages of 55 and 64 who have been permanently laid off. Information contained in this bank includes such statistics as age, previous employment, number of years in the labour force, number of hours worked per year, other sources of income, mobility and benefit rates gathered through applications to the program. The individuals concerned are Canadian residents. The bank is used to determine the eligibility of workers for income assistance as established by the operational plan of the program. The disposal criteria for this bank are to be established. *Bank Number:* LAB PPU 050

■ Finance

Accounts Payable

Description: Information contained in this bank includes names and addresses of firms and individuals, invoices for services rendered or products provided detailing the amount owning, and any supporting documentation to substantiate the account. *Class of Individuals:* Canadian citizens. *Purpose:* The purpose of this bank is to maintain information on the payment of accounts to firms or individuals for services or products provided to the Department of Labour. *Consistent Uses:* This bank is used to account for all amounts of money paid to firms or individuals, and to authorize cheques. *Retention and Disposal Standards:* Six fiscal years. *TBS Registration:* 000454 *Bank Number:* LAB PPU 055

Application for Financial Assistance – Labour Assignment Program

Information contained in the bank includes application forms, copies of proposals, general correspondence, salaries, working papers, notification of funding to successful applicants and final papers. The information relates to Canadian citizens residing in Canada. The purpose of this bank is to compile an inventory of applicants for consideration in the allocation of funds. This bank is used to access and review applications, to allocate funds and to maintain statistics. The disposal criteria for this bank are to be established. ***Bank Number:*** LAB PPU 062

Application for Financial Contributions – Technology Impact Program

Information contained in this bank includes application forms, copies of research proposals, general correspondence, budget reviews, working papers, notification of funding to successful applicants and final papers. The information relates to Canadian residents residing in Canada. The purpose of this bank is to compile an inventory of applicants for consideration in the allocation of research money. This bank is used to circulate information to labour organizations, researchers and other interested parties, and to allocate funds and maintain statistics. The disposal criteria for this bank are to be established. ***Bank Number:*** LAB PPU 061

Application for Financial Contributions – Labour Issues Assistance Fund

Information contained in this bank includes application forms, copies of proposals, general correspondence, budget reviews, working papers, notification of funding to successful applicants and final papers. The information relates to Canadian citizens residing in Canada. The purpose of this bank is to compile an inventory of applicants for consideration in the allocation of funds. This bank is used to circulate information to labour organizations, researchers and other interested parties, to allocate funds and to maintain statistics. The disposal criteria for this bank are to be established. ***Bank Number:*** LAB PPU 063

International Labour Organization Files

Description: Information contained in this bank includes recommendations for payment, claims, invoices, contracts, transportation costs or tickets, hotel bills, hospitality claims and correspondence related to their costs, copies of cheque requisitions, proof of claims, journal vouchers with regard to salary changes and standing advances. ***Class of Individuals:*** Canadian citizens residing in Canada. ***Purpose:*** The purpose of this bank is to record all sums of money (accounts payable) to an individual attending International Labour Organization conferences. ***Consistent Uses:*** This bank is used to account for all sums of money paid to an individual attending an International Labour Organization conference. ***Retention and Disposal Standards:*** Six fiscal years. ***TBS Registration:*** 000455 ***Bank Number:*** LAB PPU 060

■ Management Systems and Services

Access Request Data Bank

Description: This bank contains access request forms sent by individuals, the replies to such requests and information related to their processing. ***Class of Individuals:*** Canadian residents. ***Purpose:*** The purpose of this bank is to maintain a record on the number of access requests received annually under the Privacy Act and the Access to Information Act. ***Consistent Uses:*** This bank is used for processing access requests under the Privacy Act and Access to Information Act and to report on the number of requests received annually. ***Retention and Disposal Standards:*** Two years after all action is completed, after which the records are destroyed. ***TBS Registration:*** 000456 ***Bank Number:*** LAB PPU 065

Manuals

Management Systems and Services
- Departmental Directives Manual
- Electronic Office Management and Technology
- Financial Management Manual
- Foreign Service Meal Rates
- Office of the Controller General of Canada Systems Specifications Manual
- Public Accounts Instructions Manual
- Receiver General Directives and Bulletins
- Treasury Board Administrative Policy Manuals
- Treasury Board Circulars
- Treasury Board Federal Identity Program Design Guide
- Treasury Board Guide on Financial Administration for Departments and Agencies of the Government of Canada
- Treasury Board Policy and Expenditure Management System Manual

Communications Directorate
- Privy Council Office Government Communications Guide

Personnel Branch
- Personnel Bulletins
- Personnel Management Manuals
- Treasury Board Official Language Circulars

Policy Program
- A Guide to the Labour Adjustment Benefits Program
- Coding Manual of Collective Agreements
- Labour Adjustment Benefits Program (Brochure)
- Program for Older Worker Adjustment (Brochure)
- Report on the Administration of the Labour Adjustment Benefits Act (Quarterly Report)
- Statistics for Claims Filed under the Labour Adjustment Benefits Act

Operations Program
- Labour Affairs Officers Training Manual
- Operations Program Directives
- Reference Standards on OSH, Engineering and Hygiene

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Department of Labour and its various programs and functions may be directed to:

Public Affairs Branch
Labour Canada
Phase II, Place du Portage
Hull, Quebec
(Mail: Ottawa, Ontario
K1A 0J2)
(819) 997-2617

Regional Offices

Capital Region

Regional Director
Labour Canada
SBI Building, 7th Floor
2323 Riverside Drive
Ottawa, Ontario
K1H 8L5
(613) 990-3597

Atlantic Region

Regional Director
Labour Canada
P.O. Box 2967
Station A
Moncton, New Brunswick
E1C 8T8
(506) 858-2162

St. Lawrence Region

Regional Director
Labour Canada
Guy Favreau Complex
200 René-Lévesque Boulevard West, Room 101
Montreal, Quebec
H2Z 1X4
(514) 283-2808

Great Lakes Region

Regional Director
Labour Canada
4211 Yonge Street
3rd Floor
Willowdale, Ontario
M2P 2A9
(416) 224-3820

Central Region

Regional Director
Labour Canada
Canadian Grain Commission Building
400-303 Main Street
Winnipeg, Manitoba
R3C 3G7
(204) 983-7226

Mountain Region

Regional Director
Labour Canada
750 Cambie Street
7th Floor
Vancouver, British Columbia
V6B 2P2
(604) 666-2344

Reading Room

The Department's library has been designated under the Access to Information Act as a public reading room. The address is:

Phase II, Place du Portage
Hôtel de Ville Street, 7th Floor
Hull, Quebec.

Laurentian Pilotage Authority Canada

Chapter 61

General Information

Background

As a result of recommendations made by a Royal Commission on Pilotage in Canada, the Pilotage Act was assented to by Her Majesty and the Governor-in-Council and proclaimed in force February 1, 1972.

The Pilotage Act created four pilotage regions with specific authorities, thereby replacing a large number of local pilotage districts. The four Pilotage Authorities – Atlantic, Laurentian, Great Lakes and Pacific – are Crown corporations, responsible to Parliament through the Minister of Transport.

The Laurentian Pilotage Authority, a Crown corporation, was established on June 30, 1971, and became effective as of February 1, 1972, governed by the Pilotage Act and Regulations. For the purpose of the Financial Administration Act, the Authority is a corporation specified in Schedule III, Part I of that Act.

Responsibilities

The objects of the Authority are to establish, operate, maintain and administer, in the interest of safety, an efficient pilotage service within the region.

The Chairman is the Authority's chief executive officer. The other permanent member is the vice-chairman. The board is composed of a maximum of seven members, appointed by the Governor in Council. The head office is located in Montréal.

Legislation

- Pilotage Act and Regulations, RSC, 1985, c. P-14

Organization

■ Board of Directors

The Authority's board of directors is appointed by the Governor in Council, to a maximum of seven members. The chairman is the chief executive officer; the other permanent member is the vice-chairman.

■ Administration Branch

This Branch attends board meetings, keeps minutes and takes care of files and records.

■ Operations Branch

This Branch provides pilotage services by assignment, and dispatches qualified pilots to ships navigating within the Authority's region.

Information Holdings

Program Records

Pilotage Services

Description: Information on the provision of pilotage services within the Laurentian region. *Topics:* Dispatching records; pilotage licences; assignments; tariff charges; accident reports; collective agreements; international shipping affairs. *Program Record Number:* LPA OPR 005

Tariffs

Description: Information on the setting of tariffs for the provision of pilotage services; also conduct and results of negotiations concerning the setting of tariffs in various districts throughout the region, as well as results of Canadian Transport Commission hearings. *Program Record Number:* LPA OPR 010

Personal Information Banks

Application for Employment File

Description: The purpose of this bank is to maintain a record of information relating to applications for employment received from the general public. This bank contains completed application forms, letters, and curricula vitae of persons interested in working for the Authority. The retention period for this bank is two years. Access to this bank will require a name and address. *Bank Number:* LPA PPU 025

Board Members

Description: Section three of the Pilotage Act establishes the Authority and defines the composition of its membership. Information in this bank includes Orders-in-council appointing them to the board, correspondence and travel expense claims. *Class of Individuals:* Members of the public, pilots and representatives of the shipping industry. *Retention and Disposal Standards:* Files are retained for five years and are then transferred to the National Archives of Canada. *Bank Number:* LPA PPU 027

Register of Pilots

The purpose of this bank is to retain a register of certificates and qualifications required under the Pilotage Act. This bank contains information on physical characteristics, licences, certificates and accidents. The retention period for this bank is indefinite during the active period of the holder up until retirement; it is then retained for a period of seven (7) years. Access to this bank will require name and address. *Bank Number:* LPA PPU 030

Classes of Personal Information

In the course of conducting the programs and activities of the Authority, categories of personal information may be accumulated which are not contained in the specific personal information banks previously described in this entry. Such personal information includes identification cards, staffing, training, grievances, official languages, disciplinary measures, occupational safety and health, parking and travelling expenses. This information is store as part of the general subject files, the records of which are not normally retrievable by name of individual or other personal identifier. Specifics must be provided concerning the subject matter, related program activity, as well as the date on which the information was received by the Authority and to whom it was addressed.

The personal information in these subject files is retained for the same period of time as the related subject information and is disposed of according to the appropriate subject records schedules.

Manuals

- Accident Reports and Investigations
- Collective Agreements
- Dispatching Procedures
- Pilot Licence Register
- Service Contracts
- Working Rules

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Authority and its various programs and functions may be directed to:

Laurentian Pilotage Authority
1080 Beaver Hall Hill, Suite 1402
Montreal, Quebec
H2Z 1S8
(514) 283-6320

Reading Room

The Board Room of the Authority has been designated under the Access to Information Act as a public reading room. The address is:

1080 Beaver Hall Hill, Suite 1402
Montreal, Quebec.

Law Reform Commission of Canada

Chapter 62

General Information

Background

The Law Reform Commission of Canada was established by an Act of Parliament that came into force on June 1, 1971.

Responsibilities

The objectives of the Commission are to study and review, on a continuing and systematic basis, the statutes and other laws comprising the laws of Canada with a view to making recommendations for their improvement, modernization and reform, including the removal of anachronisms and anomalies in the law; the reflection in and by the law of the distinctive concepts and institutions of the common law and civil law legal systems in Canada and the reconciliation of differences and discrepancies in the expression and application of the law arising out of differences in those concepts and institutions; the elimination of obsolete laws; and the development of new approaches to, and new concepts of the law in keeping with the changing needs of modern Canadian society and of individual members of that society.

Legislation

- Law Reform Commission Act

Organization

The Commission proper comprises five members: the President, the Vice-President and three Commissioners, all full-time and all appointed by the Governor in Council. The President is named in the Law Reform Commission Act as the Chief Executive Officer of the Commission and, accordingly, is responsible for all aspects of policy direction, and execution of the Commission's activities both in the research program and in its administrative functions. All publications and recommendations for reform action are given consideration by the Commissioners, including the President and Vice-President, in plenary meetings. The Commission has direct responsibility for direction and supervision of the specific projects.

Commission Secretary: The senior public servant, reports directly to the President. The Secretary acts as adviser to the President on matters of policies and/or the formulation and execution of the research program and related public consultation programs. The Secretary sets and monitors the standard of language used in Commission publications and correspondence, provides expert advice on the Commission's relations with other government organizations and with the public at large, and exercises a general direction over administrative policy matters.

Director of Operations: Controls a staff of 28, reports to the Commission Secretary. In consultation with the Secretary, the Director is responsible for formulation of administrative policy; financial planning, control and overall efficiency of the personnel management system; and such supporting facilities as the library, text processing, publication distribution, translation, and information services.

Almost all of the Commission's research endeavours fall within three major categories: Administrative Law, Criminal Law, and Protection of Life. The scope of work in Criminal Law is such that it is handled as two projects; Substantive Criminal Law and Criminal Procedure. In keeping with its mandate, the Commission has a project called Ongoing Modernization of Statutes. Under this general heading, the Commission, from time to time, reviews various federal statutes which may be unfair, obsolete or in need of modernization. Reports to Parliament, which contain the final recommendations of the Commission for reform in a particular area, are submitted to the Minister of Justice who is required by the Law Reform Commission Act to cause each Report to be laid before Parliament.

Criminal Law (Substantive) Project: Covers the substance of criminal law, i.e. the rules on definitions of offenses and the rules on liability, jurisdiction, defences, participation and inchoate crimes. This project completed its work in fiscal year 1986-87 and is now merged into the Criminal Law Project.

Criminal Law (Procedure) Project: Encompasses legal procedures, police prerogatives and powers provided for the investigation, prosecution, trial, sentencing and appeal in criminal offenses. It specifies the means by which proscriptions are enforced and punishments imposed.

Protection of Life Project: Focuses upon environmental pollution and medical law. The role of criminal law in protecting the environment and health is of particular concern.

Administrative Law Project: Studies the effectiveness of administrative sanctions as well as procedures before administrative tribunals.

Information Holdings

Program Records

Administrative Law

Description: Information on the study of the powers and procedures of federal agencies, and the use of sanctions to enforce compliance with regulations. *Topics:* Administrative law; administrative law appeal; Administrative Review Council; Federal Court; Judicial Review; Guidelines for Administration; federal agencies; freedom of information; Catalogue of Discretionary Powers in the Revised Statutes of Canada (R.S.C.) 1970;

statutory powers of administrative authorities; Study Group of Administrative Tribunals; administrative appointments and procedures; administrative law – suggestions and opinions. ***Program Record Number:*** LRC LRS 010

Commercial Law

Description: Research on the payment process, personal property security, corporate securities, and consumer protection. ***Topics:*** Commercial law; Canadian payment system; interest on judgment debts; commercial law – suggestions and opinions. ***Program Record Number:*** LRC LRS 055

Criminal Law

Description: Research into the structure and content of the Criminal Code, the role of legislation and the whole process of criminal law. ***Topics:*** Criminal law; aims and purpose of criminal law; criminal law – towards a codification; corporate criminal liability; equality before the law – native people; poverty and criminal law; general principles and substantive offenses; intoxication; mental elements of the offence; mental illness; mental disorder in the criminal process; criminal responsibility for group action; strict liability; criminal law -suggestions and opinions. ***Program Record Number:*** LRC LRS 015

Criminal Law – Offenses

Description: The study of wilful attempts to obstruct, pervert or defeat the course of justice. ***Topics:*** Conspiracy; contempt of court; dishonest acquisition of property; empirical event basis of criminal offenses; empirical research on statement admissions and confessions; homicide; obscenity; pre-trial statements; protection of political institutions; sexual offenses; dangerous sexual offenders; theft, fraud and related offenses; criminal law offenses – suggestions and opinions. ***Program Record Number:*** LRC LRS 020

Criminal Law – Procedures

Description: Research into procedures leading to the trial, and the trial process. ***Topics:*** Criminal law procedure; self-incrimination; assessors; bail reform legislation; charging process discretion; charging process – framing the charge; classification of offenses and the jurisdiction of the courts; control of the process; costs in criminal cases; criminal records – maintenance and disclosure; extraordinary remedies; jury; jury – pattern instructions; jury study – surveys; evidence of identification; minor offenses; plea bargaining; pre-sentence hearings; pre-trial discovery; pre-trial procedures; private prosecutions; retention of stolen goods as exhibits at trial; police powers – general, arrest, search and seizure; police interrogation procedures; criminal procedure – suggestions and opinions. ***Program Record Number:*** LRC LRS 025

Evidence

Description: Studies on methods and procedures in presenting evidence to the court. ***Topics:*** Evidence; burden of proof and presumptions; character of witness and similar fact; children's evidence; compatibility of the accused and the admissibility of his statements; confessions; exclusion of illegally obtained evidence; expert witnesses and opinion evidence; authentication and identification; corroboration; hearsay; judicial notice; privileges; evidence witnesses – competency and compellability; evidence – suggestions and opinions. ***Program Record Number:*** LRC LRS 040

Expropriation

Description: Information on the study of federal expropriation powers not in the Expropriation Act. ***Topics:*** Expropriation; communications with non-government agencies; communications with foreign governments and agencies; communications with provincial governments; communications with federal agencies and departments; injurious affections; public hearings; expropriation – suggestions and opinions. ***Program Record Number:*** LRC LRS 050

Family Law

Description: Studies of Parliament's legislative authority in marriage and divorce. ***Topics:*** Family law; children's legal representation; divorce; Family Court; Unified Family Courts; illegitimacy; maintenance orders; matrimonial property – common law, civil law; nullity of marriage; statistical data; family law – suggestions and opinions. ***Program Record Number:*** LRC LRS 045

Labour Law

Description: Research on the Canada Corporations Act, the Income Tax Act, and the Canada Labour Code. ***Topics:*** Labour law; arbitration. ***Program Record Number:*** LRC LRS 060

Law Reform

Description: Information on Law Reform Commission philosophy and the methodology of study and research in various areas of the law, general administration of research, visits, correspondence with Ministers, outside enquiries, and liaison with Canadian, foreign, and international organizations concerned with research in law. ***Topics:*** Law reform; court cases; Acts and legislation; federal Acts and legislation – suggestions and opinions; legal drafting; constitution; legal research – references and abbreviations; Community Law Reform Project (East York); law reform co-operation and liaison; federal electoral reform; library – law project; ongoing modernization of statutes; pilot projects; research studies; statistics; reports and returns; a system to classify, retrieve and monitor Law Reform Commission recommendations; law reform – suggestions and opinions; young offenders. ***Program Record Number:*** LRC LRS 005

Military Law

Description: Studies on the rules of evidence used in the Canadian Armed Forces. ***Program Record Number:*** LRC LRS 035

Protection of Life

Description: Research on the role of the law in the whole area of life and death generally. ***Topics:*** Protection of life; consent; death and dying; environmental law; health care rights; human experimentation; mental health care; protection of the person in criminal law; protection of life

-suggestions and opinions. ***Program Record Number:*** LRC LRS 065

Sentencing

Description: Studies of procedures surrounding sentencing. ***Topics:*** Sentencing and disposition; diversion; sentencing and disposition – empirical research; fines; deterrence; hospital orders; information use in sentencing; imprisonment; legal aspects of prison decision-making; magistrates' courts (Winnipeg Study); parole; prisoners' rights; probation; restitution; statistical data; sentencing and disposition – surveys, suggestions and opinions. ***Program Record Number:*** LRC LRS 030

Personal Information Banks

Access Request Data Bank

This bank contains the access request forms sent by individuals requesting access to their files, the replies to such requests and information related to their processing. It is used for processing access requests only and to report on the number of access requests received annually. Records in this bank are maintained in chronological order under the name of the individual requesting the information. The retention period is two years. ***Bank Number:*** LRC PPU 020

Employment Applications

Description: This bank contains information on candidates available for employment at the Law Reform Commission of Canada for reference when vacancies arise. Records contain letters, completed application forms, applicants' resumés, comments of interviewers, letters of reference, and other information supplied by individuals seeking employment. ***Class of Individuals:*** Public. ***Purpose:*** Files are used in the selection of staff. ***Retention and Disposal Standards:*** Records are maintained for two years and then destroyed. ***TBS Registration:*** 001599 ***Bank Number:*** LRC PPU 015

Expenditure Records

Description: This bank contains information to support payments made to consultants for expenses incurred or to be incurred in the performance of their functions. It contains documents related to the authorization, and advances and claims for the expenses. ***Class of Individuals:*** Consultants. ***Purpose:*** The information in this bank is used as supporting documentation for payment of accounts and is retained primarily for auditing purposes. ***Consistent Uses:*** Claims submitted by consultants can also be used for the calculation of costs of specific legal research projects. ***Retention and Disposal Standards:*** Files and consultants' expenditure records are kept for six fiscal years -two at the Law Reform Commission and four at the National Archives of Canada. The files are then destroyed. ***TBS Registration:*** 001598 ***Bank Number:*** LRC PPU 010

Service Contracts

This bank is used to control commitment of funds and to ensure that payments are made in accordance with legal research contract terms. Data includes contract details with consultants, financial data related to contracts, invoices for payments and requisitions for payments, evaluations of performance and formal signed contracts. Only persons and companies under contract with the Law Reform Commission of Canada are included. The information is used to monitor contracts of legal research services and to make decisions regarding timing and amount of payments in relation to the contract terms and performance evaluations. Social insurance numbers of consultants are kept in order to enable necessary deductions imposed by the Income Tax Act. The files for individuals and companies under contracts are maintained alphabetically by name. Contract files are maintained for ten years – two at the Law Reform Commission and eight at the National Archives of Canada. The files are then destroyed. ***Bank Number:*** LRC PPU 005

Classes of Personal Information

In the course of conducting the Law Reform Commission of Canada research programs on a variety of legal research topics, personal information may be accumulated that is not contained in a specific personal information bank. Such personal information includes suggestions and opinions from the public, which form part of a specific subject file. These records are used for statistical analysis and are not normally retrieved by name of individual. These records can only be retrieved by providing information on specific subjects. This bank contains information on 131 legal research subjects. The retention periods for information in this program record are covered by retention schedules associated with each subject file.

Manuals

- Records Classification Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Commission and its various programs and functions may be directed to any of the following:

The Secretary
Law Reform Commission of Canada
Varette Building
130 Albert Street
Ottawa, Ontario
K1A 0L6
(613) 996-7844

Press Enquiries:
Director of Information Services
(613) 995-2535

Parliamentary Questions:
Director of Operations
(613) 996-7844

Publications Office
(613) 995-5451

Reading Room

In accordance with the Access to Information Act, an area on the premises of this institution has been designated as a public reading room. The address is:

Varette Building, Eighth Floor,
130 Albert Street,
Ottawa, Ontario.

Livestock Feed Board of Canada

Chapter 63

General Information

Background

The objective of the Canadian Livestock Feed Board is to ensure the availability of adequate feed grain supplies and storage space to meet the needs of livestock feeders in eastern Canada and British Columbia, and to contribute to reasonable price stability for such supplies, as well as to assist in equalizing feed grain prices to livestock feeders in eastern Canada and in British Columbia.

Responsibilities

The basic objectives of the Livestock Feed Board of Canada are to attempt to ensure, within the framework of the Act, that livestock feeders in Eastern Canada, British Columbia, the Yukon and the Northwest Territories have available, at the right time and locations and in sufficient amounts, the various categories of feed grains they require for feeding their livestock and poultry. The Board also ensures reasonable stability and fair equalization of feed grain prices within these different regions. This calls for continuous methodical research into markets, transportation developments, flow of grains, utilization of storage space, consumption patterns of feed grains for various livestock, and industrial uses.

Legislation

- Feed Grain Transportation and Storage Assistance Regulations
- Livestock Feed Assistance Act, R.S., c. L-9 1976-77, c. 34; 1980, c. 16

Organization

The Livestock Feed Board of Canada is a Crown corporation reporting to Parliament through the Minister of Agriculture. The Board consists of not less than three nor more than five members appointed by the Governor in Council.

The Act also provides for the existence of an Advisory Committee consisting of not less than five nor more than seven members, each of whom shall be appointed by the Governor in Council.

The executive staff of the Board consists of a Director General – Program Coordination; a Director of Programs for British Columbia; a Director of Programs for Atlantic Canada; a Director of Economic Research and Secretary to the Board; a Director of Finance; and a Director of Transportation.

Information Holdings

Personal Information Banks

Freight Equalization Payment Records
Description: Records of payments effected by the Board according to the Livestock Feed Assistance Act and Regulations. ***Class of Individuals:*** Feed manufacturers and livestock producers located in grain deficient areas of Canada. ***Purpose:*** For program administration purposes and for statistical purposes related to domestic grain movements to eastern Canada and British Columbia. ***Consistent Uses:*** Financial account and statistical purposes. ***Retention and Disposal Standards:*** Six years according to the Board's regulations. ***TBS Registration:*** 000306 ***Bank Number:*** LFB PPU 005

Manuals

- Feed Freight Assistance Program

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Livestock Feed Board, its program, activities and functions may be directed to:

Information Officer
Livestock Feed Board of Canada
P.O. Box 177, Snowdon Station
Montreal, Quebec
H3X 3T4
(514) 283-7505

Reading Room

In accordance with the Access to Information Act, an area on the premises of this institution has been designated as a public reading room. The address is:

5180 Queen Mary Road, Room 400,
Montreal, Quebec.

Medical Research Council of Canada

Chapter 64

General Information

Background

The Medical Research Council of Canada is a corporation established by the Medical Research Council Act. Its objective as stated in the Act is to help attain the quality and scale of research in the health sciences essential to the maintenance and improvement of health services. To this end the Council has established a number of types of grants (to support research), awards (to support individuals) and special programs for which individuals may make applications for consideration in peer-reviewed competitions. The personal information in the banks in this chapter consists mainly of assessments of applications obtained by the Council in the peer review process. For grants and special programs, access to this personal information is automatic, that is, copies of all review reports are sent to the applicant along with notification of the Council's decision. For awards, access is available on request, either informally, by letter, or by submission of the Privacy Access Request Form to the Privacy Coordinator.

Responsibilities

According to the Medical Research Council Act, the Council's mandate is to promote and support health sciences research in Canada by funding research carried out primarily in faculties of medicine, dentistry, and pharmacy, as well as in affiliated institutions and hospitals. The Medical Research Council is accountable to Parliament through the Minister of National Health and Welfare.

Legislation

- Medical Research Council Act, R.S.C., c. M-9 amended 1976-77, c. 24, 34
- Queen Elizabeth II Canadian Research Fund Act, R.S.C. 1970, c. Q-1

Organization

The Council comprises a full-time president, who is also the chief executive officer, and 21 members, representative of the scientific and lay communities, who serve without remuneration and are appointed by the Governor in Council. Council meetings are held three times a year to discuss policy issues and to review and approve all program funding.

■ Executive Committee

The Executive Committee comprises seven Council members including the president and the vice-president. It carries out executive powers and functions under delegation from Council. There are usually five meetings each year. The Council also has standing committees to assist in formulating policies and procedures for priorities and planning, research and personnel funding, public affairs, and ethics in experimentation. Recommendations on grants and awards to be funded are made following an extensive examination of applications through a process of peer review. This peer review process consists of 24 grant and 12 award committees with a total membership of over 340 working scientists drawn chiefly from universities.

■ Secretariat

The Secretariat of the Council consists of 64 employees located in Ottawa. It is under the direction of the president and is divided into six responsibility areas:

Office of the President: Includes the Secretary to Council.

Programs Branch: Responsible for the delivery of programs approved by the Council.

University-industry Programs: Responsible for the delivery of university-industry programs approved by the Council.

Corporate Management: Responsible for the provision of central services such as financial, personnel, administrative and computer services.

Scientific Evaluation: Responsible for administrating the peer review process including site visits and ensuring the process is reflective of the policies and objectives of Council.

Communications Branch: Responsible for all aspects of public information including strategy development, public and media relations and a publications program for the Council.

Information Holdings

Program Records

Alzheimer Society of Canada/Medical Research Council/Price Daxion Fellowships

Description: Alzheimer Society of Canada/Medical Research Council/Price Daxion jointly offer Fellowship awards to train individuals in research related to Alzheimer's disease and other neurodegenerative disorders. *Topics:* Applications; reviews by external referees; committee assessment; notification and administration of grants; general correspondence. *Program Record Number:* MRC MRC 235

Baxter/Canadian Society of Nephrology/MRC Fellowships

Description: The objective of this program is to provide research training in the field of nephrology. *Topics:* Applications; reviews by external referees; committee assessment; notification and administration of grants;

general correspondence. *Program Record Number:* MRC MRC 230

Biotechnology Development Grants
Description: Grants designed primarily to assist in the recruitment of new faculty members with a major interest in applying the recombinant DNA and related techniques to problems directly relevant to the health sciences. *Topics:* Applications; reviews by external referees; committee assessments; notification and administration of grants; general correspondence. *Program Record Number:* MRC MRC 035

Biotechnology Retraining Awards
Description: Awards to enable established investigators to enhance their own research programs by the application of recombinant DNA strategies. These permit them to spend a year at another laboratory in Canada or abroad in order to gain experience with the relevant techniques. *Topics:* Applications; committee assessments; notification and administration of awards; general correspondence. *Program Record Number:* MRC MRC 095

Biotechnology Training Centre Awards
Description: Awards to support opportunities for training students and post-doctoral fellows in the application of techniques of recombinant DNA and related methods, to a broad range of disciplines and problems. *Topics:* Applications; committee assessments; notification and administration of awards; general correspondence. *Program Record Number:* MRC MRC 090

Career Investigators
Description: Originally called the Associateship Program, the Career Investigators program was established in 1956 as a means of providing funds for salaries of a limited number of individuals of outstanding ability and training who made research a full-time career. No new appointments are being made by the Council. Career investigators appointed in 1975 and earlier will continue in their appointment, subject to the terms and conditions under which they accepted the award. *Topics:* Individual's career investigator application; committee decision; administration of the award; general correspondence. *Program Record Number:* MRC MRC 055

Centennial Fellowships
Description: Fellowships designed for outstanding young persons of distinguished academic standing who hold an M.D., D.D.S., D.V.M., Pharm. D., or Ph.D. degree and who wish to broaden their fields of interest and thus equip themselves for independent work in clinical investigation and interdisciplinary research in the health sciences. Awards are made for one to three years; no more than ten new awards are made in any year. *Topics:* Individual's application; committee decision; administration of the award; general correspondence. *Program Record Number:* MRC MRC 070

Ciba-Geigy/MRC Studentships and/or Fellowships
Description: This program offers two research training awards per year beginning with two studentship awards and then two fellowship awards and alternating similarly thereafter. *Topics:* Applications; reviews by external referees; committee assessment; notification and administration of grants; general correspondence. *Program Record Number:* MRC MRC 220

Clinical Trials
Description: Council will consider the funding of clinical trials which assess, in a rigorous manner the efficacy of diagnostic and therapeutic procedures, as well as workshops or meetings of the prospective participants. Council will not provide support for the sole purpose of satisfying regulatory requirements. *Topics:* Applications; reviews by external referees; committee assessment; notification and administration of grants; general correspondence. *Program Record Number:* MRC MRC 160

Clinician-Scientist
Description: The Clinician-Scientist Award is offered to highly qualified and motivated clinicians who have been identified by a Canadian medical school as having strong potential to become clinician-scientists. At the time of application, candidates will have recently completed their specialty clinical training (or will shortly do so). They should be undertaking, or intend to undertake, research training to be followed by a career as a clinician-scientist. *Program Record Number:* MRC MRC 165

Dental Fellowships
Description: This program is intended to provide training for Dental Fellows in order to increase the number of dental clinician-teachers well versed in research methods and capable of independent research work. The research training may lead to a PhD degree, although this is not a prerequisite. Nevertheless, the program should be of similar duration and rigour. *Program Record Number:* MRC MRC 150

Development Grants
Description: Grants designed primarily to assist in recruiting or establishing new faculty members who have the potential for major accomplishments in research. They are intended to provide an impetus for research in those schools of medicine, dentistry, and pharmacy where a more vigorous research program is considered by Council to be necessary to support professional education and health care. *Topics:* Applications of the principal investigator and colleagues; executive and Council decision; administration of grants; general correspondence. *Program Record Number:* MRC MRC 050

Farquharson Research Scholarships
Description: Scholarships made available to undergraduates in medicine, dentistry, and pharmacy who wish to gain research experience in a health science department during the summer months. Funds are provided to the dean of each faculty of medicine, dentistry, and pharmacy in accordance with a formula based on undergraduate enrolment. Recipients of the awards are selected locally. *Topics:* Deans' reports;

general correspondence. *Program Record Number:* MRC MRC 085

Fellowships
Description: Fellowships offered in competition to highly-qualified candidates with an M.D., D.D.S., D.V.M., Pharm. D., or Ph.D. degree who wish to take full-time research training in the health sciences. Awards are tenable for a specific term to a maximum of three years and may be renewed under certain conditions. *Topics:* Individual's application; committee decision; administration of the award; general correspondence. *Program Record Number:* MRC MRC 075

Fields of Research
Description: Information on areas peripheral to medical research for which the Council has some responsibility. *Topics:* Research in the fields of dentistry; schools of pharmacy; psychology; occupational health and safety; gerontology; surgery and veterinary medicine; space research; mental research; general correspondence. *Program Record Number:* MRC MRC 115

Fund for Research in the Fields of Dyskinesia and Torticollis
Description: The Medical Research Council has responsibility for administering a fund for research in the fields of dyskinesia and torticollis. The fund was established by an anonymous donor and the income derived from it is to be used for the support of research, either basic or clinical or both, in the broad field of movement disorders known as dyskinesia and more particularly for research in the movement disorder known as torticollis. *Topics:* Individual's application; committee decision; administration of the grant; general correspondence. *Program Record Number:* MRC MRC 111

General Research Grants
Description: Grants made each year to the dean of each school of medicine, dentistry, and pharmacy, to be used for the support of research at the discretion of the dean, except for the stipulation that they not be used for the payment or supplementation of salaries of academic personnel, construction costs or overhead expenses. *Topics:* Notification of the grant to the dean; financial statement; general correspondence. *Program Record Number:* MRC MRC 045

I.C.I. Pharma/MRC/University of Toronto Fellowships
Description: The Fellowships offered under this program are tenable only in the Department of Medicine of the University of Toronto. *Topics:* Applications; reviews by external referees; committee assessment; notification and administration of grants; general correspondence. *Program Record Number:* MRC MRC 225

Industrial Fellowships
Description: The Industrial Fellowship Program provides individuals an opportunity to receive research training in an industrial milieu. *Topics:* Applications; committee assessment; notification and administration of the awards; general correspondence. *Program Record Number:* MRC MRC 130

Industry-University Visiting Program
Description: The Industry-University Visiting Program is offered to facilitate visits of three to twenty-four months by health science researchers to industry and by industrial researchers to Canadian universities and their affiliated institutions. The intent is to enhance research and development in the health sciences in Canada in both universities and industry and to create linkages between industry and universities. *Topics:* Applications; committee assessment; notification and administration of the award; general correspondence. *Program Record Number:* MRC MRC 135

International Scientific Exchange
Description: Council participates in a number of exchange programs each with a separate agreement, which are intended to foster collaboration between scientists in Canada and those in Argentina, Brazil, East European Exchange Program, the People's Republic of China, France and Italy. *Topics:* Applications; reviews by external referees; committee assessment; notification and administration of grants; general correspondence. *Program Record Number:* MRC MRC 185

Maintenance Grants
Description: The costs of maintaining instruments that are not shared facilities should be included as part of an application for operating funds. Council will consider applications for the maintenance of equipment used by a single investigator in a year when an application for operating funds is not being submitted. *Topics:* Applications; reviews by external referees; committee assessment; notification and administration of grants; general correspondence. *Program Record Number:* MRC MRC 025

Maintenance Grants for Multi-User Equipment
Description: Council will consider applications for Maintenance Grants to cover the costs of maintaining facilities which are shared by groups of researchers within a department, faculty, university or region. The number of investigators is unlimited and it must be clear that multiple research programs will benefit from the maintenance requested. Facilities such as electron microscopes, analytical ultracentrifuges and gas-liquid chromatography/mass spectrometer systems that are operated under the general supervision of the applicant (but not necessarily requiring the active collaboration of the applicant in the various projects for which the facility is to be used), are appropriate for Maintenance Grants for Multi-User Equipment. *Topics:* Applications; reviews by external referees; committee assessment; notification and administration of grant; general correspondence. *Program Record Number:* MRC MRC 175

Major Equipment Grants
Description: Applications for Equipment Grants will be considered in relation to the proposed science of the project for which the equipment is required. Where equipment is required for a project for which an

application is being submitted for an operating grant, the equipment should be included in it. A separate equipment application is required only in a year where an application for operating funds has not been made. *Topics:* Applications; reviews by external referees; committee assessment; notification and administration of grants; general correspondence. ***Program Record Number:*** MRC MRC 020

Medical Education

Description: Council will consider research proposals on methods of education of health professionals. *Topics:* Applications; reviews by external referees; committee assessment; notification and administration of grants; general correspondence. ***Program Record Number:*** MRC MRC 190

Medical Research Council Groups

Description: Medical Research Council groups provide full support for teams of accomplished investigators who wish to develop collaborative programs in what appear to be especially productive areas. The members of a group are expected to devote their entire research effort to the program of the group and to be freed of the ordinary responsibilities of a faculty member. *Topics:* Application of group director and colleagues; executive and Council decisions; administration of the group; general correspondence. ***Program Record Number:*** MRC MRC 030

Medical Research Council Scientists

Description: This program provides salary support for independent investigators of outstanding ability who have shown promise of becoming leaders in their respective fields. *Topics:* Individual's application; committee decision; administration of the award; general correspondence. ***Program Record Number:*** MRC MRC 060

Multi-User Equipment Grants

Description: The Council will consider applications for multi-user equipment grants to augment the research capabilities for a large number of funded investigators within an institution or region. The number of investigators is unlimited and it must be clear that multiple research programs will benefit from the equipment requested. Examples are electron microscope facilities, imaging, spectroscopy, DNA/protein sequence-synthesis capabilities. *Topics:* Applications; reviews by external referees; committee assessment; notification and administration of grants; general correspondence. ***Program Record Number:*** MRC MRC 180

NHRDP-MRC Joint Program for Development of Research in Nursing

Description: As part of its National Health Research and Development Program (NHRDP), the Department of National Health and Welfare, in conjunction with the Medical Research Council of Canada, offers a program designed to develop research in schools of nursing. ***Program Record Number:*** MRC MRC 170

Operating Grants

Description: Information about operating grants to provide support for new or continuing research activities by individuals or small groups of investigators working in collaboration. *Topics:* Applications; reviews by external referees; committee assessment; notification and administration of grants; general correspondence. ***Program Record Number:*** MRC MRC 010

Program Grants

Description: Information about program grants to facilitate the further growth of team research in Canada. *Topics:* Applications; reviews by external referees; committee assessment; notification and administration of grants; general correspondence. ***Program Record Number:*** MRC MRC 015

Queen Elizabeth II Visiting Professorships

Description: These awards are designed to enable Canadian departments of paediatrics to invite scientists of international calibre to help strengthen the departments' scientific and research efforts in childhood diseases. Each visiting scientist will be known as the "Elizabeth II Visiting Professor". The recipient will be expected to spend from three to five days in the host department. ***Program Record Number:*** MRC MRC 145

Research Survey

Description: Information on surveys established by the Council to gather general statistical data on selected aspects of the research community for use by the Council in determining the research requirements of the health science community across Canada. *Topics:* Graduate students; medical research support; research personnel; research trainees; research costs; health science research funding; academic degrees; fellowships and scholarships from other agencies; tropical and infectious diseases. ***Program Record Number:*** MRC MRC 120

Scholarships

Description: Scholarships provide salary support, for a period not exceeding five years, to a limited number of young health science investigators who show particular promise as independent researchers. *Topics:* Individual's application; committee decision; administration of the award; general correspondence. ***Program Record Number:*** MRC MRC 065

Special Projects

Description: Council will consider projects in those subject areas which do not fall within the terms of reference of the Operating Grants Program. A preliminary proposal, in the form of a letter, should be made, providing the title of the project, a clear description of its objectives, the name(s) of the applicant(s), the amount requested and the anticipated duration of support required. *Topics:* Applications; reviews by external referees; committee assessment; notification and administration of grants; general correspondence. ***Program Record Number:*** MRC MRC 195

Studentships

Description: Studentships provided in competition to highly-qualified graduates with a B.Sc. degree who are undertaking full-time training in research leading to an M.Sc. or Ph.D. degree under the supervision of members of departments of schools of medicine, dentistry, or pharmacy, and under certain circumstances, schools of nursing or physical education. Awards are tenable for a specific term to a maximum of three years and may be renewed. *Topics:* Individual's application; committee decision; administration of the award; general correspondence. ***Program Record Number:*** MRC MRC 080

Subject Research Development Grants

Description: Grants designed to help initiate new and focused research programs which have the potential for impact on treatment and diagnosis, and for which there are requirements that cannot readily be met through other programs. At present, perinatology research is the only subject to which this program applies. Grants are awarded only in situations where there appears to be a definite university intention to establish and maintain a new research program in the subject concerned. *Topics:* Applications; Council decision; administration of the grant; general correspondence. ***Program Record Number:*** MRC MRC 040

Support for Workshops and Symposia

Description: As part of its program for research in the health sciences, the Council is prepared to support a limited number of applications for the support of workshops and certain types of symposia held in Canada. *Topics:* Individual's application; committee decision; administration of the grant; general correspondence. ***Program Record Number:*** MRC MRC 112

The PMAC Health Research Foundation/MRC Career Award

Description: This program offers two Career Awards for independent investigators in the fields of clinical pharmacology, therapeutics or drug evaluation. The awards are tenable for a five-year period, subject to satisfactory review during the third year. The awards are valued at $55,000 per annum. *Topics:* Applications; reviews by external referees; committee assessment; notification and administration of grants; general correspondence. ***Program Record Number:*** MRC MRC 215

Travel Grants

Description: Limited funds for travel grants are available to Canadian health scientists who wish to spend short periods of time (maximum length of stay is 30 days) in a specific laboratory for the purpose of furthering their research. *Topics:* Applications in form of a letter; committee decision; administration of the grant; general correspondence. ***Program Record Number:*** MRC MRC 113

U.S. National Institute of Health International Research Fellowships

Description: Initial screening of Canadian candidates for International Research Fellowships offered by the U.S. National Institute of Health, for which the Council is responsible. *Topics:* Individual's application form; general correspondence. ***Program Record Number:*** MRC MRC 110

University-Industry Clinical Trials

Description: Council will consider the funding of clinical trials which assess, in a rigorous manner the efficacy of diagnostic and therapeutic procedures, as well as workshops or meetings of the prospective participants. The Council will not provide support for the sole purpose of satisfying regulatory requirements. *Topics:* Applications; reviews by external referees; committee assessment; notification and administration of grants; general correspondence. ***Program Record Number:*** MRC MRC 200

University-Industry Operating Grant Program

Description: The objective of this program is to help initiate focused research in the health sciences for which there is an industrial need. The program is designed to help industry collaborate with university-based researchers to solve specific research problems. *Topics:* Applications; reviews by external referees; committee assessment; notification and administration of grants; general correspondence. ***Program Record Number:*** MRC MRC 125

University-Industry Research Chairs

Description: The objective of this program is to provide an opportunity for a university to recruit outstanding investigators to add expertise in order to develop and transfer new knowledge from the university to industry. *Topics:* Applications; reviews by external referees; committee assessment; notification and administration of grants; general correspondence. ***Program Record Number:*** MRC MRC 205

University-Industry Workshops

Description: Council is prepared to share with industry the cost of a limited number of Workshops held in Canada. *Topics:* Applications; reviews by external referees; committee assessment; notification and administration of grants; general correspondence. ***Program Record Number:*** MRC MRC 210

Visiting Professors

Description: Visiting professorships intended to encourage collaboration and exchange of information among scientists in Canadian universities. Awards are made to the universities on a formula basis, following submission of proposals by the deans of health science faculties. *Topics:* Individual's application; committee decision; administration of the award; general correspondence. ***Program Record Number:*** MRC MRC 105

Visiting Scientists Awards

Description: Awards made in limited numbers each year to enable investigators to spend three to 12 months in laboratories other than their own. Proposals may be submitted by the deans of Canadian health science faculties on behalf of foreign scientists, or by Canadian investigators who wish to spend some time in another university in Canada or abroad in order to advance their research. *Topics:* Individual's application; committee decision; administration of the award; general correspondence. ***Program Record Number:*** MRC MRC 100

Workshops

Description: Council is willing to share with industry the cost for a limited number of workshops held in Canada. Council defines a workshop as a meeting of a limited number of persons (10-30) individually invited to address specific questions or problems important to research in the health sciences in Canada, with the purpose of reaching a consensus on recommendations or conclusions. The majority of participants should hold appointments in Canada. *Topics:* Applications; committee assessment; notification and administration of the grant; general correspondence. ***Program Record Number:*** MRC MRC 140

Personal Information Banks

Access Request Data Bank

Description: This bank contains access requests submitted to the Council under the Access to Information Act and the Privacy Act. It also contains replies to such requests and information related to their processing. *Class of Individuals:* Applicants under the Access to Information Act and the Privacy Act. *Purpose:* This information is used for the administration of the above Acts. It is used for processing access requests only, and to report on the number of access requests received annually. ***Retention and Disposal Standards:*** Files are maintained for two years following the last administrative action. ***TBS Registration:*** 001610 ***Bank Number:*** MRC PPU 035

Applicants' History Sheets and Notification of Award

This bank contains Applicants' History Sheets for individuals, which are kept in the Programs Branch. These sheets, which are cumulative over the life of the program, are identified by the applicant's name and file number. They also contain information such as the title of the grant application, amount requested and funded or rejected. The Finance Section also keeps copies of notifications of awards, which contain the applicant's name, address, university, grant number and amount awarded. This information relates to investigators holding an academic appointment in a Canadian Health Science Faculty, and Research Trainees. This information is used to maintain a history of the Council's financial support to individuals. Consistent uses are to provide historical data which assist the peer review process. ***Bank Number:*** MRC PPU 045

Application for Employment File

Description: The purpose of this bank is to maintain a record of information relating to applications for employment received from the general public. This bank contains completed application forms, letters and curricula vitae of persons interested in working for the Council. Access to this bank will require name, address and date of birth. *Class of Individuals:* General public. *Purpose:* It is used to select candidates for the Medical Research Council of Canada when vacancies arise. ***Retention and Disposal Standards:*** Records are retained for two years and then destroyed. ***TBS Registration:*** 000669 ***Bank Number:*** MRC PPU 030

Awards Applicants and Committee Records

Description: This bank contains records of individual applications for funding under one of several personnel support programs sponsored by the Council. It contains applications, third-party appraisals, committee assessments, training, travel and financial administration details on the support of successful applicants. Individuals identified are those applicants meeting the criteria for each program as amended from time to time and published in the Medical Research Council Grants and Awards Guide. *Class of Individuals:* Research trainees with BSC, MD, DDS, DVM, MSC, PhD, and D. Pharmacy professors holding an appointment in university or affiliated institutions. *Purpose:* Information in this data bank is used to assess the education and other requirements necessary to meet the criteria of the applicable program, and to evaluate the merits of the application for funding. *Consistent Uses:* Information in the bank provides the basis for planning and budgeting of health sciences research activities by the Council, and is useful in the monitoring of the peer review system. Information is shared with the Natural Sciences and Engineering Research Council (SER PPU 015) and the Social Sciences and Humanities Research Council (SHR PPU 010). The social insurance number is required from the recipients of certain awards to comply with the Income Tax Act. ***Retention and Disposal Standards:*** Files in this bank are retained for eight years: active two years after termination or rejection of award and dormant six years. They are then transferred to the National Archives of Canada for selective retention. ***TBS Registration:*** 000526 ***Bank Number:*** MRC PPU 010

Grants Applicants Council of Canada

Description: The purpose of this bank is to maintain a record of the applications and assessment records of health scientists applying for funding of research projects by the Council. It contains the relevant Medical Research Council application form and supporting data presented by the applicant, referee and committee assessments of the project, the ranking awarded, the decision of Council, and if successful, the financial and administrative data pertaining to its support. Individuals identified are those making project proposals to Council. *Class of Individuals:* Investigators holding an academic appointment in a Canadian School of medicine, dentistry, veterinary medicine, nursing, optometry, or pharmacy. *Purpose:* Information in the bank is evaluated to assess the relative merit of the proposal for the purpose of funding or not funding the project. ***Consistent Uses:*** Information in the bank provides the basis for planning and budgeting of health sciences research activities by the Council, and is useful in the monitoring of the peer review system. Information is shared with the Natural Sciences and Engineering Research Council (SER PPU 004) and the Social Sciences and Humanities Research Council (SHR PPU 015, 020). ***Retention and Disposal Standards:*** Files in this bank are retained for eight years: active two years after termination or rejection of grant and dormant six years. They are then transferred to the National Archives of Canada for selective retention. ***TBS Registration:*** 000525 ***Bank Number:*** MRC PPU 005

Lists of External Referees

Description: This bank contains names, affiliation and mailing address of individuals, in Canada and abroad, who are asked by the Council to review proposals for grants and awards. The information is used to select external referees for research proposals. Persons requesting access should provide field of research, name and affiliation. ***Class of Individuals:*** Members of the health science community in Canada and abroad. ***Purpose:*** The information is used to select external referees for research proposals. ***Retention and Disposal Standards:*** The information is retained until superseded by updates or withdrawals of individuals. Withdrawn referee names are kept for two years (active) and six years dormant for reference purposes and then transferred to National Archives of Canada for selective retention. ***TBS Registration:*** 000668 ***Bank Number:*** MRC PPU 025

Membership of Council and Committees

Description: This bank contains letters nominating individuals for service on Council and its committees, letters of invitation and thank you letters. The information is used to assist in the selection and appointment of members. The membership of Council and Committees is made public. Persons requesting access should provide name, affiliation, name of committee and date of membership. ***Class of Individuals:*** Members of the health science community, federal employees and members of the public. ***Purpose:*** The information is used to assist in the selection and appointment of members for the membership of Council and its Committees. ***Retention and Disposal Standards:*** Files in this bank are retained for eight years: active two years and dormant six years. They are then transferred to the National Archives of Canada for selective retention. ***TBS Registration:*** 000528 ***Bank Number:*** MRC PPU 020

Special Programs Application, Assessment Records and Other Programs

Description: The purpose of this file is to provide supporting documentation of proposed projects for funding by the Council. It contains applications, third-party assessments, and administrative correspondence in the funding of successful projects. Some files identify individuals of the health services scientific community making proposals to Council. ***Class of Individuals:*** Investigators holding an academic appointment in a Canadian School of medicine, dentistry, veterinary medicine, nursing, optometry, or pharmacy. ***Purpose:*** Information in the bank is used to evaluate the relative merits of the proposals with the purpose of funding or not funding and for observing the progress of those that are funded. ***Consistent Uses:*** Information in the bank provides the basis for planning and budgeting of health sciences research activities by the Council, and is useful in the monitoring of the peer review system. Information is shared with the Social Sciences and Humanities Research Council (SHR PPU 025) and Health and Welfare Canada (NHW/P-PU-105). ***Retention and Disposal Standards:*** Files in this bank are retained for eight years: active two years after termination or rejection of special program and dormant six years. They are then transferred to the National Archives of Canada for selective retention. ***TBS Registration:*** 000527 ***Bank Number:*** MRC PPU 015

University-Industry Grants and Awards Application and Assessment Records

This bank contains supporting documentation of proposed projects and of individual applications for funding under one of the several University-Industry programs sponsored by the Council. It contains applications, third-party assessments, committee assessments, site visit-reports, and training, travel and financial administration details on the support of successful applicants. Individuals identified are those applicants meeting the criteria for each program, as amended from time to time, and published in the Medical Research Council's University-Industry Grants and Awards Guide. This information relates to investigators holding an academic appointment in a faculty of health science in a Canadian university, or employees of a company (the term "company" is understood to mean an organization, industry or consortium which produces health care products or services). This information is used to evaluate the relative merits of the proposals (with the purpose of funding or not funding) and for observing the progress of those proposals that are funded. Consistent uses are to provide information for the peer review process. ***Bank Number:*** MRC PPU 040

Classes of Personal Information

Administration

The general administrative and correspondence files of the Medical Research Council contain a certain amount of personal information not arranged or retrievable by personal identifiers. Such personal information includes suggestions and opinions from the general public which form part of a specific subject file. This form of personal information is normally retrievable only if specifics of name, date of communication and subject are provided. The retention periods for these classes of personal information are controlled by the record schedules of the general subject files in which they are stored.

Reports and Surveys

For purposes of program planning and evaluation, the Council requires a variety of reports concerning aspects of medical research in Canada. The reports themselves, published or unpublished, do not contain personal information about individuals. In the process of preparing such a report, personal information is necessarily obtained. This may include current academic position, professional qualifications of individuals, nature of research being undertaken by individuals and present and past funding of an individual's research. This information is not used for administrative purposes and is not arranged or retrievable by personal identifiers. This form of personal information is normally retrievable only if specifics are provided concerning the study or report involved. The retention periods for these classes of personal information are controlled by the record schedules of the general subject files in which they are stored.

Manuals

- Grants and Awards Guide
- Policies and Procedures – Finance and Administration
- University-Industry, Grants and Awards Guide

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Council and its various programs and functions may be directed to:

Information Officer
Medical Research Council of Canada
Room 2005, Jeanne Mance Building
Tunney's Pasture
Ottawa, Ontario
K1A OW9
(613) 954-1812

Reading Room

In accordance with the Access to Information Act, an area on the premises of the Medical Research Council of Canada has been designated as a reading room. This reading room is located at the following address:

Jeanne Mance Building
Room 2032
Tunney's Pasture
Ottawa, Ontario
K1A OW9

Multiculturalism and Citizenship Canada

Chapter 65

General Information

Background

The establishment of the Department of Multiculturalism and Citizenship was announced in September 1988 and the legislation to formally establish the Department was introduced in May 1989. The Department of Secretary of State Canada continues to provide support services and delivery of programs of the new department through the existing network of regional and local offices.

Responsibilities

Multiculturalism and Citizenship Canada, for its part, is responsible for the Canadian Multiculturalism Act, for a multiculturalism secretariat to coordinate the cross-government commitment to multiculturalism, and for programs designed to meet the needs of ethnocultural communities across the country. It is also responsible for a national literacy secretariat encouraging joint federal/provincial programs to improve the level of Canadian literacy; for increasing the awareness, knowledge and enjoyment of human rights and fostering compliance with Canada's domestic and international human rights obligations; and for encouraging and promoting voluntarism in Canada. Multiculturalism and Citizenship Canada's responsibilities also include citizenship registration which involves welcoming and advising future citizens, helping them acquire prerequisites of citizenship, and helping them to develop a Canadian identity and effective Canadian citizenship.

Legislation

- Canadian Multiculturalism Act, S.C. 1988, c. 31
- Citizenship Act, R.S.C. 1985, c. C-29 and Regulations
- Department of State Act, R.S.C. 1985, c. S-17

Organization

Citizenship

The Citizenship Sector comprises major activities that help individuals and organizations participate more fully in our society and enjoy the benefits of Canadian citizenship. It includes Citizenship Coordination, Citizenship Registration and Promotion, Citizenship Development, Human Rights and the National Literacy Program.

■ Citizenship Coordination

The Policy Coordination, Analysis and Management Systems Branch provides policy, planning and administrative support to the Social Development Programs in Secretary of State and to the Citizenship Programs in Multiculturalism and Citizenship.

Branch's Policy and Planning Directorate: Consults with and provides advice on policy directions to managers, as well as executive support on policy matters. It liaises with other sectors of the Department, central agencies and other departments and agencies. It coordinates planning, preparation of Cabinet memoranda, Treasury Board submissions and briefings to the Minister and senior management.

Social Trends Analysis Directorate: Collects and analyses information on major social trends in Canadian society, undertakes new research in support of policy development, and develops joint research with Social Development and Citizenship Programs. It collaborates with national and international organizations conducting social science or statistical research.

Secretariat and Systems Unit: Responsible for systems and procedures used to process grants and contributions in both Departments.

■ Citizenship Registration and Promotion

The Citizenship Registration and Promotion Branch is responsible for the administration of the Citizenship Act and Regulations. It also provides a national service for the granting of Canadian citizenship and the issuing of certificates of proof of citizenship; a service for record searches, the registration of births abroad, the retention, resumption and renunciation of citizenship; provides self instructional materials to help citizenship applicants acquire a knowledge of Canada. It also promotes public awareness and understanding of Canadian citizenship and its privileges and responsibilities through the development of promotional programs and materials. The organizational structure of the Branch includes a headquarters located partly in Hull, Quebec (executive direction, advisory services and quality control) and partly in Sydney, Nova Scotia (processing and maintenance of more than 5,5 million records), and 31 courts which are managed by the Regional Operations Sector, but which are under the functional direction of the Registrar of Canadian Citizenship.

■ Citizenship Development

Citizenship Development assists Canadians to achieve more equitable and equal access to all spheres of activity in Canadian society and to fully participate in shaping the social, cultural, political and economic environment that affects them. Emphasis is on the provision of financial, technical and advisory assistance through the following programs:

Voluntary Action Directorate: Encourages active citizenship by supporting the participation of Canadians in community affairs. It provides technical, professional and financial support to national, regional and local voluntary organizations in carrying out citizenship activities. (Voluntary associations are non-profit, community-oriented and concerned with public issues.)

Human Rights Directorate: Achieves its objectives through a program of support for education, research and development work by non-governmental organizations, as well as by operating a secretariat for the two major governmental human rights committees chaired by the Department: the Federal Interdepartmental Committee on Human Rights, which facilitates the coordination of the federal government's human rights responsibilities; and the Continuing Federal-Provincial-Territorial Committee of Officials Responsible for Human Rights, which provides a mechanism for liaison and consultation on matters relating to Canada's international human rights commitments. The Human Rights Directorate coordinates the preparation of Canada's reports to the United Nations on human rights. The activities of the program include the provision of both financial aid and technical support to non-governmental organizations concerned with human rights education, development and research, and assisting and coordinating the progress of human rights in Canada.

National Literacy Secretariat: Was established on a permanent basis in 1988 to assist the Minister of State for Multiculturalism and Citizenship to implement a national strategy to ensure that all Canadians have the literacy skills necessary to participate fully in our society. The Secretariat fosters partnerships with the provincial and territorial governments, voluntary organizations, business and labour. It sponsors research initiatives, and public awareness and preventative activities, and encourages literacy initiatives in other federal government departments. It works with international organizations such as the United Nations Association in Canada and the Canadian Commission for Unesco to respond to the international dimensions of literacy.

Multiculturalism

The role of this sector is to promote multiculturalism for all Canadians in order to preserve and develop, to its full potential, the multicultural character of Canadian society.

Programs Branch

Three programs provide financial help and advice to community groups, to Canadian institutions and, in some cases, to individuals. They are:

Race Relations and Cross-Cultural Understanding (RCU): This new program is design to foster the elimination of racism and racial discrimination, to help Canadian institutions adapt to Canada's multicultural reality, to promote cross-cultural understanding, and to promote among Canadians and in Canadian institutions an appreciation and acceptance of the principles of multiculturalism.

Heritage Cultures and Languages (HCL): The purpose of this program is to help Canadians preserve, enhance and share their cultures, languages and ethnocultural group identities. Mores specifically, support is provided for the endowment of ethnic chairs of study at Canadian universities, promotion of Canadian ethnic studies, professional development of heritage language teachers, the creation of heritage language teaching materials with Canadian content, heritage language learning promotion and research, and development of cultural resources and creative works which reflect Canada's multicultural heritage and identity.

Community Support and Participation (CSP): The purpose of this program is to promote the full and equitable participation in Canadian life of first-generation Canadians and of individuals and communities from Canada's ethnocultural minorities. The program supports non-profit community-based organizations in their efforts to identify, address and advocate for community concerns, including issues affecting special needs groups such as women, youth and seniors. The program consists of two components: . Citizenship and Community Participation (CCP): support is provided to immigrant-serving agencies for on-going initiatives that assist first-generation Canadians to participate as full and equal citizens; . Community Support: support is provided to national, regional and local organizations, that are representative of ethnocultural and visible minority communities helping them maintain a sense of community and to develop a stronger voice in response to community concerns, such as intergenerational/cross-cultural understanding, heritage retention and equality of opportunities to share the benefits and responsibilities of citizenship.

Multiculturalism Secretariat – Cross-Government Commitment

The Secretariat encourages and assists federal institutions to implement the Multiculturalism Policy of Canada, within their mandates, and monitors and reports on progress in this area.

Policy and Research Directorate

The Directorate conducts research and analysis to identify issues, maintains statisticaldat bases on multiculturalism and contributes to policy development.

Canadian Multiculturalism Advisory Committee

As provided in the Canadian Multiculturalism Act, the committee advises and assists the Minister on the implementation of this Act and any other matter relating to Multiculturalism.

Information Holdings

Program Records

Citizenship Registration and Promotion

Description: Information concerning citizenship legislation, promotion, policies and procedures relating to the granting of, and the issuing of, proof of Canadian citizenship. *Topics:* Application of citizenship legislation; natural-born Canadian citizens; Canadians other than natural-born; loss of citizenship and exemptions; resumption of citizenship; acquisition of Canadian citizenship; residence requirement; status of Canadian citizens and recognition of British subjects; citizenship appeal court; authority of Governor in Council; regulations;

violation and penalty for offence against acts or regulations; repeal of Naturalization Act and Canadian Nationals Act; declaration of intention; naturalization; diplomatic relations; documentary evidence; hearings; language requirements; national registration; statelessness; dual nationality; manuscripts, pamphlets and publications; manuals; applications and notices; certificates of citizenship; claims to Canadian citizenship; Citizenship Act; citizenship judges; citizenship courts; grant of citizenship; liaison with other departments; oaths and declarations; privacy; prohibitions; promotion; statistics. *Program Record Number:* MCC CCP 045

Human Rights

Description: Information concerning the policies and programs relating to human rights, as well as interdepartmental and international activities dealing with human rights. *Topics:* Human rights – general; Affirmative Action issues; Committees–Interdepartmental Committee on Human Rights (IDC); Committees–IDC–Federal government department and agencies–Correspondence; Court Challenges Program; Continuing Committee of Officials on Human Rights–General; Committees–Continuing Committee of Officials–Correspondence; International Aboriginal Issues; Commission on the Status of Women; Convention against Torture; Committees–General; Conferences/Seminars–General; Convention on the Elimination of All Forms of Discrimination against Women; Council of Europe; Ministerial Conferences on Human Rights; Non-governmental Organizations–General and Funding; Ministerial Conferences on Human Rights–Agenda Items; Ministerial Conferences–Correspondence; Decade for Women 1975-1984; Human Rights Day Reports; International Covenant on Civil and Political Rights; International Covenant on Economic, Social and Cultural Rights; Decade of Disabled Persons 1983-1992; International Years–General; International Bodies and Specialized Agencies; Multilateral Treaties and Other Documents–Monitoring Bodies and Canada's reports; Decade to Combat Racism and Racial Discrimination; International Convention on the Elimination of All Forms of Racial Discrimination; Rights of the Child; Teaching of Human Rights; Terms and Conditions in Government Contracts; Medical/Legal Issues with human rights implications; United Nations–General; General Assembly; U.N. Economic and Social Council; U.N.–Sub-commission on the prevention of discrimination and protection of minorities; U.N.–Commission on Human Rights; Voluntary Human Rights; Year Books on Human Rights. *Program Record Number:* MCC CCP 035

Japanese Canadian Redress Secretariat

Description: Information concerning the verification of eligibility for payments, Canadian citizenship and pardons. *Topics:* Japanese Canadians – general; payments. *Program Record Number:* MCC MUL 100

Multiculturalism

Description: Information concerning the application of the federal multiculturalism policy and program activities involving the multicultural and multiracial nature of the country. *Topics:* Multiculturalism Canada – general; program management; race relations and cross-cultural understanding – public education; institutional change; community advocacy; research and cross-cultural training; heritage cultures and languages – performing and visual arts; broadcasting; film and audio-visual projects; chairs of ethnic studies; fellowships; visiting lectureships; Canadian ethnic studies and research; promotion of heritage languages and resource development; community support and participation – English/French second language acquisition; immigrant women; community development; intercultural communications; multicultural centres; organizational development; communications – advertising and public relations activities; research and analysis for the Minister of State for Multiculturalism and Citizenship and federal departments and agencies on the implication and application of multiculturalism as a federal policy. *Program Record Number:* MCC MUL 050

National Literacy Secretariat

Description: Information relating to illiteracy in Canada and the social, cultural and economic factors underlying it. *Topics:* Grants and contributions, federal-provincial-territorial arrangements, voluntary organizations, reports and studies, other government departments, collection of data and information on literacy as it affects communities, business, labour, educational institutions and governments, social action, promotion, liaison with international institutions. *Program Record Number:* MCC CCP 090

Voluntary Action

Description: Information concerning technical, financial and professional assistance to national or local voluntary organizations. *Topics:* Voluntarism – general; reports, research and studies; conferences, meetings and seminars. *Program Record Number:* MCC CCP 060

Personal Information Banks

■ Citizenship Registration and Promotion

Application and Assessment for Canadian Citizenship

This bank is maintained to process applications for the granting of Canadian citizenship or to issue proof of Canadian citizenship. It contains a record of persons who have been issued a naturalization or citizenship certificate, a Registration of Birth Abroad, a renunciation certificate, or a letter clarifying citizenship status. It also contains a record of persons whose citizenship has been revoked. Those seeking access to citizenship registration records must provide the name, date and place of birth of the subject of the inquiry and, where applicable and obtainable, the certificate number and date. The information in this bank pertains to Members of the public. For the purpose of administering the Citizenship Act and Regulations, information may be shared with the RCMP, the Canadian Security Intelligence Service (CSIS), the Canada Employment and Immigration Commission, the Federal Court and the Department of External Affairs. Lists of names and addresses of new citizens may be supplied to the Prime Minister, to their respective members of Parliament and provincial legislatures for the sole purpose of sending congratulatory letters. Confirmation of citizenship status may be supplied to The Chancellery in support for nomination for the Order of Canada. Upon formal request, genealogical information concerning deceased Canadian citizens may also be supplied for legitimate research purposes. Records are retained indefinitely on microfilm. Historical records are available back to 1854, although they are not complete prior to 1918. ***Bank Number:*** MCC PPU 050

■ Japanese Canadian Redress Secretariat

Japanese Canadian Redress Applicant Inventory
Description: This bank contains personal information on individuals of Japanese ancestry such as name, sex, citizenship status, date and place of birth, parents' names, registration number of individual and/or parents, physical description, convictions, nature of discriminatory action taken by the Government of Canada and place of residence. ***Class of Individuals:*** Individuals who apply for Canadian citizenship, a pardon and/or a symbolic payment under the terms of the Japanese Canadian Redress Agreement. ***Purpose:*** The purpose of this bank is to maintain information relating to individuals who request and/or receive a grant of Canadian citizenship, a pardon and/or a payment under the terms of the Japanese Canadian Redress Agreement. ***Consistent Uses:*** Information will be shared with Supply and Services Canada for the purpose of issuing payments; with Citizenship Registration and Promotion, Employment and Immigration Canada, provincial Registrars of Vital Statistics, provincial Offices of the Public Trustee and provincial Departments of Education for the purpose of verifying eligibility for redress. ***Retention and Disposal Standards:*** Records are retained for a period of ten years after payment. ***TBS Registration:*** 002314 ***Bank Number:*** MCC PPU 055

Japanese Canadian Registration Record
Description: This bank contains personal information on individuals of Japanese ancestry, such as name, marital status, sex, year of birth, address, family and individual registration numbers and information on family members. ***Class of Individuals:*** Individuals of Japanese ancestry who were registered during World War II. ***Purpose:*** The information in this bank was compiled during World War II and was obtained from the National Archives of Canada. The listing will be used to assist with the verification of an individual's eligibility for a payment under the terms of the Japanese Canadian Redress Agreement, Canadian citizenship and/or a pardon. ***Consistent Uses:*** This bank will be linked with the Japanese Canadian Redress Applicant Inventory bank (MCC PPU 055). ***Retention and Disposal Standards:*** Records are retained for a period of ten years after payment. ***TBS Registration:*** 002315 ***Bank Number:*** MCC PPU 060

Classes of Personal Information

In the course of conducting the programs and activities of the Department, categories of personal information may be accumulated which are not contained in the specific personal information banks previously described in this entry. Such personal information includes requests for information and publications, research proposals, expressions of public support, comments and suggestions, requests for funding and assistance, and complaints. This information is stored as part of the general subject files, the records of which are not normally retrievable by name of individual or other personal identifier. Specifics must be provided concerning the subject matter, related program activity, as well as the date on which the information was received by the Department and to whom it was addressed.

The personal information contained in these subject files is retained for the same period of time as the related subject information and is disposed of according to the appropriate subject records schedules.

Manuals

(Citizenship)

- Citizenship Registration Manual
- Grants and Contributions Manual

(Administration)

- Access to Information and Privacy Acts Employee Guide
- Administrative Services Manual
- Audit Manual
- Departmental Access to Information and Privacy Acts Policies and Procedures Handbook
- Departmental File Classification Manual
- Departmental Information Collection and Public Opinion Research Policies Handbook
- Departmental Library Policies and Services Handbook
- Departmental Mail and Courier Services Policies and Procedures Handbook
- Departmental Records Management Services Desk Guide
- Departmental Users Guide to the File Classification System
- Evacuation Procedures for Mobility Impaired Persons
- Financial Coding Manual
- Financial Management Guide
- Fire Emergency Officer Manual
- Fire Safety Plan
- Guide to Departmental Mail Services
- Health and Safety Manual
- Information Collection and Public Opinion Research Desk Guide
- Information Designation and Classification Guide
- Information Resource Services Directorate Guide to Services
- Personnel Manual
- Personnel Security Guide
- Security Policy Manual
- The Departmental Policy on Informatics

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the department and its programs and activities may be directed to:

Publications/Enquiries
Communications Branch
Multiculturalism and Citizenship Canada
25 Eddy Street, 10th floor
Hull, Quebec
(Mail: Ottawa K1A 0M5)
(819) 997-0055

Reading Room

The Departmental Library has been designated under the Access to Information Act as a public reading room. Its address is:

2nd Floor, 15 Eddy Street,
Hull, Quebec

It is open weekdays from 08:30 to 17:00
Departmental manuals are available for consultation in regional offices at the addresses listed below. Manuals are also available at local offices in the regions – addresses and telephone numbers can be obtained from the appropriate regional office. A Telephone Device for the Deaf (T.D.D.) telephone number is listed where this service is available.

Newfoundland and Labrador Region

Regional Office:
215 Water Street
Atlantic Place,
Box 75
St. John's, Newfoundland
A1C 6C9
(709) 772-2483

Nova Scotia Region

Regional Office:
5281 Duke Street
Halifax, Nova Scotia
B3J 3M1
(902) 426-4334
(902) 426-9522 (T.D.D.)

New Brunswick and P.E.I.

Regional Office:
860 Main Street, Suite 504
Moncton, New Brunswick
E1C 1G2
(506) 857-7066
(506) 857-6988 (T.D.D.)

Quebec Region

Regional Office:
Guy Favreau Complex
West Tower, 10th floor
200 René-Lévesque Boulevard West
Montreal, Quebec
H2Z 1X4
(514) 283-5797

Ontario Region

Regional Office:
25 St. Clair Avenue East, Suite 200
Toronto, Ontario
M4T 1M2
(416) 973-8204

Manitoba Region

Regional Office:
303 Main Street, Room 201
Winnipeg, Manitoba
R3C 3G7
(204) 983-6061
(204) 983-0050 (T.D.D.)
(204) 983-3782 (court)

Saskatchewan Region

Regional Office:
2101 Scarth Street, Room 200
Regina, Saskatchewan
S4P 2H9
(306) 780-5543
(306) 780-7289 (T.D.D.)
(306) 780-5535 (court)

Alberta and Northwest Territories Region

Regional Office:
Canada Place
9700 Jasper Avenue, Suite 220
Edmonton, Alberta
J5J 4C3
(403) 495-3350
(403) 495-3355 (court)

Pacific Region

Regional Office:
1525-8th Avenue West, Room 207
Vancouver, British Columbia
V6J 1T5
(604) 666-0176

National Archives of Canada

Chapter 66

General Information

Background

The purpose of National Archives of Canada is the systematic preservation of government and private records of Canadian national significance, in order to facilitate not only the effective and efficient operation of the Government of Canada and historical research in all aspects of the Canadian experience, but also the protection of rights and the enhancement of a sense of national identity based on archives as the collective memory of the nation.

Responsibilities

The National Archives of Canada provides three basic services: collecting and preserving public (federal) and private historical records of national importance; organizing, managing, preserving or disposing of the current records of government and providing assistance to the archival community. This broad mandate obliges the National Archives to preserve material both from the private sector and federal government institutions. The program records described in this publication, however, do not include material placed in the National Archives by persons or organizations other than government institutions. Access conditions for collections acquired from the private sector are normally established by negotiation between the donor and the National Archives of Canada.

Legislation

- National Archives of Canada Act, S.C. 1987, c. 1.

Organization

■ Office of the National Archivist

The National Archivist is ultimately responsible for all activities of the National Archives and also participates nationally and internationally in various committees, associations and councils. The Assistant National Archivist assists the National Archivist, particularly in the policy and informatics and records services areas. The Assistant National Archivist is the Access to Information and Privacy Coordinator for the Department and is also responsible for Archival Descriptive Standards.

■ Policy Branch

The Branch is responsible for relations with central policy agencies, other federal cultural institutions, provincial governments and non-government organizations, as well as for international relations. The Branch develops policy proposals related to archives. It also coordinates departmental planning for the National Archives, and provides for the cyclical and independent review and assessment of departmental programs for both the National Archivist and the National Librarian. The Branch consists of the Program Evaluation and Research Division, Policy Analysis and Development, International Activities, Planning and Monitoring, and the Executive Secretariat.

■ Historical Resources Branch

The Historical Resources Branch is responsible for the acquisition and the optimum custody of government and private records having national significance, in order to provide for their orderly care and maintenance, and in order to make them accessible for consultation, research and other services. There are five divisions in the Branch: Cartographic and Architectural Archives, Documentary Art and Photography, Government Archives, Manuscripts, and Moving Image and Sound Archives.

■ Government Records Branch

The Government Records Branch is responsible for programs and services that facilitate the management of ministerial records and of information holdings controlled by federal government institutions. Information holdings include correspondence, computer data, microforms, and graphic works. The Branch controls the process of record destruction throughout the federal government; provides training courses, technical publications, and advice to federal employees; offers records centre storage facilities to government institutions across the country; and controls the records of former public servants and members of the Armed Forces. There are five divisions in the Branch: Personnel Records Centre Division, Information Management Standards and Practices Division, Office of Professional Development and Communications, Disposition and Evaluation Division and Federal Records Centres Division.

■ Public Programs Branch

The Branch is responsible for the development and promotion of public programs (including publications and exhibitions), the provision of reference and researcher services, coordination of public events and media relations, departmental library services, and for assistance to the archival community. There are four divisions in the Branch: Archival Community Programs Division, Communications Division, Reference and Researcher Services Division and Archival Community Relations.

■ Conservation Branch

The Branch is responsible for the effective conservation of the holdings of the National Archives. The Branch plans and directs the implementation of the departmental conservation program, performs restoration and/or preservation functions for all archival media, provides photographic reproductions, arranges contracts for archival microfilming services, conducts conservation research, and offers advice on optical disc technology. In addition, the Branch provides conservation services upon request to the National Library. There are four divisions in the Branch: Conservation Research Division, Conservation Treatment Division, Moving Image, Data and Audio Conservation Division and Preservation Copying Division. There is also the departmental Conservation Program.

■ Informatics and Records Services Branch

The Branch is responsible for forms management and telecommunications for both the National Library and the National Archives, and for computer services and records services for the National Archives only. There are three divisions in the Branch: Records Services Division, Systems Development Division and Computer and Telecommunications Division. There is also the office of the Optical Disc Adviser.

■ Management Services Branch

This branch is responsible for personnel policy and programs; official languages; human resources development and employment equity; staff relations; pay and benefits; financial planning, analysis and reporting; systems development and accounting operations; materiel, accommodation and security management for both the National Archives and the National Library. There are three divisions in the Branch: Personnel Services, Financial Services and Administrative Services. There is also the office of Occupational Safety and Health.

■ Archives Headquarters Accommodation Project

The Branch is responsible for ensuring that the future accommodation needs of the National Archives are realized. There are three offices in the Branch: Planning and Coordination, Client Relations and Building Program.

Information Holdings

Program Records

■ Archival Descriptive Standards

General Operations

Description: Information on the acquisition, conservation and use of historical documents and on the records management function. *Topics:* Correspondence with the Minister, Treasury Board and other central agencies; publications; exhibitions; planning; evaluation and audit; operational training; and Archival Descriptive Standards. *Program Record Number:* PAC DAO 005

■ Policy Branch

Federal-Provincial, National and International Liaison

Description: Information on participation in various departmental, provincial, national and international organizations. *Topics:* Associations – Association of Canadian Archivists, Association des archivists du Québec; Societies – Society of American Archivists, Royal Commonwealth Society; Councils – International Council of Archives; and committees – Senior Management Committee, Advisory Committee on Records, Archives Committee for Pan-American Institute of Geography and History. *Program Record Number:* PAC PBR 010

■ Historical Resources Branch

Acquisition and Control

Description: Information on the acquisition of textual government records and their selection, organization and conservation as permanent historical records of the Government of Canada. Information on the appraisal and acquisition of private and federal government machine-readable data files of historical or long-term research value. *Topics:* Acquisitions (Government and private sectors); liaison (institutions and countries); microfilm submissions; records retention and disposal schedules submissions; negotiations and liaison with departments and agencies; transfer of records and accessioning procedures. *Program Record Number:* PAC FAD 015

Government Archives Division

Description: Correspondence of a general nature on the operations and activities of the Government Archives Division. *Topics:* Access to material; internal research and projects; EDP hardware (Equipment and machinery); EDP software (development or consideration of systems); studies, surveys and questionnaires; conservation of holdings. *Program Record Number:* PAC FAD 011

Historical Records

Description: Information on all aspects of the organization and operations of federal government departments and agencies and their predecessors, selected for permanent preservation because of their historical value. *Topics:* Culture and communications; external relations; trade, commerce and statistical matters; fiscal and industrial affairs; judicial and parliamentary activities; state and general government administration; military and wartime activities; minerals and energy; natural resources, the north and scientific research; public works and transportation; social and native affairs. *Access:* The original file classification systems used in creating departments and agencies have been maintained, but the records of each department and agency have been placed into record groups. The EDP files are arranged by EDP file title and government department. *Storage Medium:* Hard copy, microfilm and magnetic tapes. *Program Record Number:* PAC FAD 025

Reference and Inquiries

Description: Information on the terms, arrangements and provisions for making information contained in historical records available to the general public. *Topics:* Registration of researchers; access and restrictions; microfilm interlibrary loans; photo-duplication services. *Program Record Number:* PAC FAD 020

Moving Image and Sound Archives Division

Acquisitions and Accessions

Description: Information on the acquisition of films, videotapes and sound recordings of historical value for preservation, cataloguing and storage. *Topics:* Cataloguing; preservation; evaluations, appraisals of collections; purchasing donations; negotiations. *Program Record Number:* PAC FTS 035

Historical Records

Description: Selection of films, videotapes and sound recordings from federal government sources for permanent archival retention. *Topics:* Documentation on Canadian film, television and international cinema; still photographs and transparencies relating to television and films; sound recordings of historical events and broadcasts; biographical sound interviews; fiction and non-fiction films and videotapes. *Storage Medium:* Films, tapes, discs, photographs and transparencies. *Program Record Number:* PAC FTS 045

Moving Image and Sound Archives

Description: General information on the functions of this division. *Topics:* Access to material (restrictions); exchanges and agreements; loans; projects. *Program Record Number:* PAC FTS 030

Reference and Inquiries

Description: Information on reference and inquiries to the Moving Image and Sound Archives for information or copies of holdings. *Topics:* References; cataloguing; permissions to copy; inquiries – individuals, companies, societies and associations, municipal, provincial and federal government institutions. *Program Record Number:* PAC FTS 040

Cartographic and Architectural Archives Division

Acquisitions and Accessions

Description: Information on the acquisition and accession of cartographic and architectural records from government institutions and the private sector for preservation, cataloguing and storage. *Topics:* Evaluations; negotiations; agreements; auctions; offers of maps. *Access:* These files are arranged by subject, donor, or collection. *Program Record Number:* PAC NMC 055

Cartographic and Architectural Archives

Description: General information on the functions of this division. *Topics:* Loans of maps; microfilming submissions from federal government institutions; access to material; internal research and cataloguing projects; development and participation in the archives course and the seminar on cartographic archives; provision of material for exhibitions. *Program Record Number:* PAC NMC 050

Historical Records

Description: Selection of all cartographic and architectural forms, including maps, plans, charts, blueprints, atlases, architectural forms from federal government sources and globes for permanent archival retention. *Topics:* Early Canadian cartography; modern cartography (after 1850); government cartographic and architectural records. *Access:* Collections acquired from government institutions and considered public records are filed by record group. Maps transferred to the Cartographic and Architectural Archives from the collections acquired by the Manuscript Division are filed by collection name. Individual maps are filed by geographic classification number. *Program Record Number:* PAC NMC 065

Reference and Inquiries

Description: Information on reference and inquiries to the Cartographic and Architectural Archives for information or copies of holdings. *Topics:* Inquiries – individuals, companies, societies and associations; colleges, universities and schools; municipal, provincial and federal institutions; permissions to copy; redistribution of maps. *Program Record Number:* PAC NMC 060

Manuscript Division

Acquisitions and Accessions

Description: Information on manuscripts and records acquired from the private sector to be organized, retained and preserved by the National Archives of Canada. *Topics:* Acquisitions (negotiations, some evaluations and agreements with collectors, the public and donors; also exchanges with archival institutions); contacts for acquisition purposes; transfers, organization and control of manuscript collections. *Access:* These files are arranged by subject, donor, collection and institution. *Program Record Number:* PAC MAD 070

Reference and Inquiries

Description: Information on research performed by divisional staff, inquiries, and access to the records in the custody of the Manuscript Division. *Topics:* Research (on historical events and persons, cultural, political, social, economic, scientific and intellectual development of Canada, genealogy, ships, military regiments and other miscellaneous subjects); inquiries – by individuals, organizations and government departments; access to records – lists of access restrictions and requests, including approval or denial of access (listed by year). *Program Record Number:* PAC MAD 075

Documentary Art and Photography Division

Acquisitions, Research and Control

Description: Information on the acquisition and accession of pictorial and iconographic records such as paintings, medals, drawings, posters and heraldry as well as photographic documents organized for preservation, cataloguing and storage. *Topics:* Evaluations, negotiations and agreements with photographers, members of the public and donors; biographies of historical and contemporary artists and photographers; inventories; research and acquisition projects; contacts in the private sector; accession (the nature, source and location of each collection); transfers, organization, storage and control of photographic records. *Access:* These files are arranged by subject, donor, collection, by individual accession and by name. *Program Record Number:* PAC NPC 100

Documentary Art and Photography Division

Description: General information on the function of this division. *Topics:* Loans of pictures, transparencies and photographic documents; access to material; internal research projects; provision of material for exhibitions; exchanges and agreements; artist files by name. ***Program Record Number:*** PAC NPC 099

Historical Records

Description: Photographic documentation transferred to the National Archives of Canada from federal sources illustrating all aspects of national life as well as paintings, drawings, heraldry, medals and posters selected for permanent archival retention. *Topics:* Vary widely from one donor department or agency to another depending on the functions of photography at the institution, such as public relations, scientific or technical recording, or experimentation. *Access:* Pictorial and iconographic records are arranged first by the physical aspects of the materials: paper (posters, fashion magazines, drawings); canvas (paintings); other (medals; heraldry). They are then arranged by name of artist or collection. There is a subject cross-index. Photographs are usually kept in their original arrangements but are accessioned and described by donor, subject, and sometimes, photographer. There is also an illustrated card catalogue of selected items from collections, various finding aids for specific collections, and collection name files created as part of the Guide to Canadian Photographic Archives. ***Storage Medium:*** Various types of photographic papers; photographic negatives (glass plates and celluloid); early photographic processes on metal or glass bases. ***Program Record Number:*** PAC NPC 110

Reference and Inquiries

Description: Information on reference and inquiries to the Documentary Art and Photography Division for information, access or copies of holdings. *Topics:* Inquiries from individuals, organizations and government departments; the organization of reference services; the course and completion of exhibitions and publications; the cataloguing of photographs, pictorial or iconographic records; access to records; photo-duplication of records. *Access:* These files are arranged by subject, year, individual, organization and government. ***Program Record Number:*** PAC NPC 105

■ Public Programs Branch

Acquisitions and Accessions

Description: Information on the acquisition and accession of early Canadian historical documents and their cataloguing for preservation and storage. *Topics:* Indexes, biographies, genealogies, shipping, and directories of cities and townships; purchasing and donations; restriction on acquisitions; exchanges and agreements; evaluation appraisals of collections. ***Program Record Number:*** PAC PPB 140

Canadian Centre for Information and Documentation on Archives

Description: Information and documentation on archival science and records management. *Topics:* Specialized bibliographies, thesaurus, specialized periodicals, articles and holdings of monographs. ***Access:*** By subject. ***Program Record Number:*** PAC PPB 148

Canadian Council on Archives (C.C.A.)

Description: Includes information on minutes of meetings, agendas and terms of reference for the various committees of the Canadian Council of Archives. Also includes information on applications for funds for programs and projects submitted to the C.C.A. through provincial archival councils by institutions from various levels of government as well as the private sector. *Topics:* General; committees; applications for funding. ***Access:*** The Committee files are arranged by subject. The applications for funding are arranged by province and year. ***Program Record Number:*** PAC PPB 146

Library Services

Description: General information on the functions of the library. *Topics:* Loans; special projects; operational relations with other divisions; participation in exhibitions. ***Program Record Number:*** PAC PPB 135

Reference and Inquiries

Description: Information on reference and inquiries to the library for information or copies of holdings. ***Topics:*** Archives; records management; cartography; Canadian art; audio-visual archives and Canadian films; reports and journals of Canadian, American, British and French historical associations; permission to copy; research; inquiries – individuals, companies, societies, associations, and municipal, provincial and federal government institutions. ***Program Record Number:*** PAC PPB 145

■ Historical Resources Branch

London and Paris Offices

Description: Information on the acquisition or reproduction of archival material relevant to Canada. *Topics:* Specialized research; enquiries from government officials, scholars, university professors, students and the general public. ***Program Record Number:*** PAC HRB 151

■ Government Records Branch

Disposition of Information Holdings

Description: Information relating to the control and analysis of requests to dispose of government records. *Topics:* General; disposition; preservation of historical [archival] records; scheduling. ***Program Record Number:*** PAC GRC 175

Evaluation of Information Management Programs

Description: Information relating to the evaluation of the effectiveness and efficiency of information management programs in conformity with National Archives lgislation and Treasury Board policy. *Topics:* General; internal audit; evaluation. ***Program Record Number:*** PAC GRC 185

Federal Records Centres Operations

Description: Information relating to provision of safe and economical storage facilities for dormant records, essential records and active computer tapes. ***Topics:***

General; accessioning; disposition; micrographic inspection and reboxing; reference services and tape library. ***Program Record Number:*** PAC FRC 160

Information Management Standards and Practices

Description: Research into information management; development of standards and guidelines; and advice on managing information within the federal government. *Topics:* Research and consultation regarding information recorded in all media, including electronic and optical format; micrographics; office automation; standards; impact of federal legislation and policies on information management. ***Program Record Number:*** PAC GRC 158

Personnel Information Files

Description: Personnel information collected during the course of an individual's term of employment in the government. *Topics:* Former federal civilian employees and military personnel. *Access:* These files are arranged by locator number. ***Program Record Number:*** PAC NPR 170

Personnel Records Centre Operations

Description: Information relating to the provision of storage and reference services for personnel and personnel-related records of former civilian and military federal employees. *Topics:* General; accessions; disposition; reference services and enquiries. ***Program Record Number:*** PAC NPR 165

Professional Development Services

Description: Information relating to courses, workshops, publications, audio-visual materials and other documentation on the principles and practices of managing recorded information. *Topics:* General; education and training; communications. ***Program Record Number:*** PAC GRC 180

■ Informatics and Records Services Branch

EDP Records Preservation

Description: Information relating to the preservation, handling and maintenance of EDP archival records in the form of magnetic tape, diskette and optical disc. *Topics:* General; standards; procedures and practices. ***Program Record Number:*** PAC CON 210

Optical Disc Advisory Services

Description: General information on optical disc storage and retrieval systems. *Topics:* Research design development; storage and retrieval systems. ***Program Record Number:*** PAC IRS 190

■ Conservation Branch

Photographic Services

Description: Information relating to photographic and electrostatic reproductions of materials held in the National Archives of Canada. *Topics:* General; film preservation; photographic assignments; black-and-white reproductions; colour reproductions. ***Program Record Number:*** PAC CON 195

Picture Conservation

Description: Information relating to the preservation and restoration services for works of art on paper, oil paintings, photographic records, medals and other holdings. *Topics:* General; water colours; prints and drawings; oil painting conservation; medal conservation; photograph conservation. ***Program Record Number:*** PAC CON 200

Records Conservation

Description: Information relating to the preservation and restoration services for rare books, manuscripts, maps, atlases, posters and other paper and leatherbound archival material. *Topics:* General; book restoration; map, poster and manuscript restoration; deacidification; conservation training program. ***Program Record Number:*** PAC CON 205

Technical Operations

Description: Information relating to the preservation of moving image and sound recordings. *Topics:* General; standards; procedures and practices. ***Program Record Number:*** PAC CON 215

Personal Information Banks

Access Request Data Bank

Description: Contains the access request forms sent by individuals, the replies to such requests and information related to their processing. ***Class of Individuals:*** Individuals requesting access to their files. ***Purpose:*** To process access requests. ***Consistent Uses:*** Statistical purposes for quarterly and annual reports. ***Retention and Disposal Standards:*** Retained for two years after resolution and then destroyed. ***TBS Registration:*** 000548 ***Bank Number:*** PAC PPU 020

Acquisition Records

Description: Contains research on potential archival acquisitions and correspondence with potential sources. ***Class of Individuals:*** Individuals who have corresponded with the Archives concerning potential acquisitions. ***Purpose:*** To develop acquisition priorities and values, to authenticate acquisitions and to trace archival collections. ***Retention and Disposal Standards:*** All of this information will be retained by the National Archives of Canada for archival purposes. ***TBS Registration:*** 000549 ***Bank Number:*** PAC PPU 025

Archival Training

Description: This bank contains personal data including course applications and evaluations; social insurance numbers (until replaced by an alternative personal identifier). The bank also holds examination results and certificates, and correspondence related to the participation of federal, provincial and municipal government employees, individuals from the private sector and other countries in archival courses offered by the National Archives of Canada. ***Class of Individuals:*** Federal, provincial and municipal government employees as well as individuals from the private sector and other countries. ***Purpose:*** The purpose of this bank is to provide documentation for the administration of archival courses offered by the National Archives of Canada. The information is used to approve and register the participation of individuals as well as to certify their achievement. ***Retention and Disposal Standards:*** Files are retained for five years after the end of the course and are then destroyed. ***TBS Registration:*** 002336 ***Bank Number:*** PAC PPU 045

Canadians of Alien Parentage – World War II

Description: Contains limited personal information which might include, in addition to name, employment status, complaints, camp conditions, escapes, etc. ***Class of Individuals:*** Canadians of alien parentage who were held in camps during World War II. ***Purpose:*** Verification of periods of incarceration and settlement of war claims. ***Retention and Disposal Standards:*** Records are retained until the individual reaches 90 years of age. Some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. ***TBS Registration:*** 000547 ***Bank Number:*** PAC PPU 015

Conservation Training

Description: This bank contains personal data including course applications and evaluations, social insurance numbers (until replaced by an alternative personal identifier), and correspondence related to the participation of federal, provincial and municipal government employees in conservation training courses offered by the National Archives of Canada. ***Class of Individuals:*** Federal, provincial and municipal government employees. ***Purpose:*** The purpose of this bank is to provide documentation for the administration of conservation training courses offered by the National Archives of Canada. It is also used to approve and register the participation of individuals. ***Retention and Disposal Standards:*** Files are retained for five years from the date of the end of the course and are then destroyed. ***TBS Registration:*** 002339 ***Bank Number:*** PAC PPU 060

Federal Investigative Bodies Request Bank

Description: Contains copies of requests for disclosure by federal investigative bodies and records of these disclosures. ***Class of Individuals:*** Individuals who have had personal information about themselves disclosed to authorized federal investigative bodies. ***Purpose:*** Allow the Privacy Commissioner to review disclosures, investigate complaints and report on any abuse of this disclosure provision. ***Retention and Disposal Standards:*** Retained for two years from the date of disclosure and then destroyed. ***TBS Registration:*** 000552 ***Bank Number:*** PAC PPU 040

Financial Administration Records

Description: Contains correspondence, pay and insurance information, equipment and materials information, training and travel information and personal services contracts. ***Class of Individuals:*** Individuals doing financial business with the National Archives of Canada or the National Library. ***Purpose:*** To provide information about financial transactions pertaining to all activities of the National Archives of Canada or the National Library. ***Retention and Disposal Standards:*** Retention period – six years and then destroyed. ***TBS Registration:*** 000545 ***Bank Number:*** PAC PPU 005

Micrographics Training

Description: This bank contains personal data including course applications and evaluations, examination results and certificates and correspondence related to the participation of federal, provincial and municipal government employees, as well as individuals from the private sector and from other countries in micrographic courses offered by the National Archives of Canada. ***Class of Individuals:*** Federal, provincial and municipal government employees, as well as individuals from the private sector and from other countries. ***Purpose:*** The purpose of this bank is to provide documentation for the administration of micrographics courses offered by the National Archives of Canada. It is also used to approve and register the participation of individuals as well as to certify their achievement. ***Retention and Disposal Standards:*** Files are retained for two years after the end of the course and are then destroyed. ***TBS Registration:*** 002337 ***Bank Number:*** PAC PPU 050

Prisoner of War Index – German Nationals

Description: Contains limited personal information which might include, in addition to name, service number, unit, POW number, employment record, pay sheets, names of camps, etc. ***Class of Individuals:*** German nationals who were incarcerated in prisoner-of-war camps in Canada during World War II. ***Purpose:*** Verification of periods of incarceration in POW camps. ***Retention and Disposal Standards:*** Records are retained until the individual reaches 90 years of age. Some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. ***TBS Registration:*** 000546 ***Bank Number:*** PAC PPU 010

Records Management Training

Description: This bank contains personal data including course applications and evaluations, examination results and certificates and correspondence related to the participation of federal employees, employees of provincial and municipal governments, as well as individuals from the private sector and from other countries in records management courses offered by the National Archives of Canada. ***Class of Individuals:*** Federal government employees, provincial and municipal government employees, individuals from the private sector and from other countries. ***Purpose:*** The purpose of this bank is to provide documentation for the administration of records management courses offered by the National Archives of Canada. The information is used to approve and register the participation of individuals as well as to certify their achievement. ***Retention and Disposal Standards:*** Files are retained for two years after the end of the course and are then destroyed. ***TBS Registration:*** 002338 ***Bank Number:*** PAC PPU 055

Research Applications

Description: Contains names, addresses and research data of individuals wishing to use the National Archives of Canada research facilities. ***Class of Individuals:*** Individuals who wish to use National Archives of Canada research facilities. *Purpose:* Prepare research passes, survey research use and opinion, create mailing lists and trace archival documents. ***Retention and Disposal Standards:*** Retained for five years and then destroyed. ***TBS Registration:*** 000550 ***Bank Number:*** PAC PPU 030

Research Inquiries

Description: Contains requests for research information and the response to these requests. ***Class of Individuals:*** Individuals requesting information concerning research to be undertaken through National Archives of Canada. ***Purpose:*** Verify requests for information or financial charges, survey research use and opinion and to provide additional archival references when appropriate. ***Retention and Disposal Standards:*** Inquiries are destroyed after five years; some of this information will be retained by the National Archives of Canada for archival purposes. ***TBS Registration:*** 000551 ***Bank Number:*** PAC PPU 035

Classes of Personal Information

Under the Privacy Act, it is not necessary for records selected from other federal government institutions and transferred to the control of the National Archives of Canada for archival or historical purposes to be described as personal information banks. Such personal information, which is contained in a large number of record groups covering a wide range of government program activities from agriculture to urban affairs, includes records from the nineteenth century to more recent years. Information about detailed records inventories for archival records and the regulations for disclosure of personal information under the control of the National Archives of Canada for archival or historical purposes may be obtained by contacting:

Government Archives Division

Historical Resources Branch
National Archives of Canada
344 Wellington Street
Ottawa, Ontario
K1A ON3

Manuals

Historical Resources

- Cartographic and Architectural Archives Division Cataloguing Manual
- Documentary Art and Photography Division Cataloguing Standards
- Documentary Art and Photography Division DBase Select Manual (2 volumes)
- Documentary Art and Photography Division Descriptive and Subject Cataloguing
- Documentary Art and Photography Division Reference Service Procedure Manual
- Government Archives Division Procedure Manual
- Manuscript Division Procedures Manual

Public Programs

- Internal Procedural Manuals on Acquisition, Loans and Cataloguing

Government Records

- Records Management: Organization and Procedures

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the organization and its various programs and functions may be directed to:

Library
Canadian Centre for Information and Documentation on Archives
Public Programs Branch
National Archives of Canada
395 Wellington Street
Ottawa, Ontario
K1A 0N3

(613) 996-7686

Reading Room

The Department's library has been designated under the Access to Information Act as a public reading room. The address is:

395 Wellington Street,
Ottawa, Ontario.

National Arts Centre Corporation

Chapter 67

General Information

NOTE: THE NATIONAL ARTS CENTRE CORPORATION IS NOT SUBJECT TO THE ACCESS TO INFORMATION ACT.

Background

The objectives of the Corporation are to operate and maintain the National Arts Centre (NAC): to develop the performing arts in the National Capital Region; and to assist the Canada Council in the development of the performing arts elsewhere in Canada.

Information Holdings

Personal Information Banks

Access Request Data Bank

This bank contains the access request forms sent by individuals requesting access to their files, the replies to such requests and information related to their processing. It is used for processing access requests only, and to report on the number of access requests received annually. Files will be kept for two years. ***Bank Number:*** NAC PPU 070

Applicant Inventory

The purpose of this bank is to maintain an inventory of applicants for employment with the National Arts Centre. It includes application for employment, screening and interview data, work history, skills, education and professional qualifications, location preferences, interview results and qualifying level. This bank is used to identify applicants, their skills and abilities, work history, education and basic personal data for recruitment, referral and appointment by the NAC. Records are retained for one year from date of receipt of application form. ***Bank Number:*** NAC PPU 055

Artists' Contracts Record

The purpose of this file is to maintain a record of performers' contracts and to enable selection of performers and artists for future operatic performances. It contains names, addresses, telephone numbers, experience, special talents and related correspondence. This bank is used as a resource reference for program development. Information on file is retained indefinitely. ***Bank Number:*** NAC PPU 040

Box Office Mail Order Records

The purpose of this bank is to maintain a record of mail order, group sales, student sales and telephone orders. It contains names, addresses, telephone numbers, credit card information, seat numbers and prices. This bank is used to ensure proper seat allocation and determination of seats available for general sale. The information on file is destroyed after a two-month period. ***Bank Number:*** NAC PPU 005

Box Office Subscriptions

The purpose of this bank is to maintain a record of box office subscriptions. It contains names, addresses, telephone numbers, credit card information, seat location and prices. This bank is used to ensure proper seat allocation and determination of seats available for general sale. Information on file is retained for one year. ***Bank Number:*** NAC PPU 010

CEGEP (Collège d'enseignement général et professionnel) – Trainees

The purpose of this bank is to record the names, progress and work accomplished by temporaries sent for on-the-job training from CEGEP. This bank is used to report results to CEGEP. Personal records (evaluations) are retained for two years. ***Bank Number:*** NAC PPU 060

Lighting Designers' Record

The purpose of this bank is to maintain a record of specialist lighting designers available for production of operas. It contains names, addresses, telephone numbers, experience, special talents, and related correspondence. This bank is used as a resource reference for program development. Information on file is retained indefinitely. ***Bank Number:*** NAC PPU 035

Operatic Artists' Record

The purpose of this bank is to maintain a record of artists who have auditioned for employment with the festival department. It contains names, addresses, telephone numbers, particular talents and related correspondence. This bank is used as a resource reference for program development. Information on file is retained indefinitely. ***Bank Number:*** NAC PPU 030

Orchestra Musicians' Record

The purpose of this bank is to maintain a record of musicians who have auditioned for employment with the National Arts Centre Orchestra. It contains names, addresses, telephone numbers, training, particular talents and related correspondence. This bank is used as a resource reference when orchestra vacancies occur. Information on file is retained indefinitely. ***Bank Number:*** NAC PPU 025

Orchestra Record of Guest Artists

The purpose of this bank is to maintain a record of guest artists who have performed or are available for performing with the National Arts Centre Orchestra. It contains names, addresses, telephone numbers, particular talents and related correspondence. This bank is used as a resource reference for program development. Information on file is retained indefinitely. ***Bank Number:*** NAC PPU 020

Orchestra Singers' Records

The purpose of this bank is to maintain a record of singers who have performed or are available for performing with the National Arts Centre Orchestra. It contains names, addresses, telephone numbers, audition information and related correspondence. This bank is used as a resource reference for program development. Information on file is retained indefinitely. ***Bank Number:*** NAC PPU 015

Professional and Personal Service Contracts

The purpose of this bank is to maintain a record concerning individuals who have contracted with the Corporation to render professional and personal services. This bank contains basic information such as names, addresses, social insurance numbers, qualifications and service history. ***Bank Number:*** NAC PPU 075

Record of Parking Agreements

The purpose of this bank is to maintain a record of parking agreements between the National Arts Centre, the general public, and employees, for parking privileges in the NAC garage. It contains names, home and business addresses, telephone numbers and description of vehicles. This bank is used for determining the number of parking spaces allocated on a monthly basis, and reconciliation of revenues. Information on file is retained indefinitely. ***Bank Number:*** NAC PPU 050

Theatrical Artists' Casting Record

The purpose of this bank is to maintain a record of artists who have made applications to the theatre department. It contains names, telephone numbers, agents, physical descriptions, talents, union affiliation, languages, citizenship, dates of auditions, curricula vitae, photos and related correspondence. This bank is used as a resource reference for program development. Information on file is maintained indefinitely. ***Bank Number:*** NAC PPU 045

Vendor Sourcing Records

This bank consists of records of suppliers that do business with the National Arts Centre. The purpose of this bank is to identify potential suppliers' capabilities. The bank primarily contains information such as lists of main products, equipment, or services provided and performance records. The principal use of the bank is to aid in the selection of suppliers to the National Arts Centre. ***Bank Number:*** NAC PPU 065

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

For further information about the programs and activities of the NAC, please contact:

Assistant Director-General
National Arts Centre Corporation
P.O. Box 1534, Station B
Ottawa, Ontario
K1P 5W1

National Capital Commission

Chapter 68

General Information

Background

The National Capital Commission (NCC) was created in 1958 to succeed the Federal District Commission (1927-1958) and the Ottawa Improvement Commission (1899-1927).

The NCC carries out its mandate under authority of the National Capital Act, 1988, S.R. c. N-4. The objectives and purposes of the NCC are to prepare plans for, and assist in the development, conservation and improvement of the National Capital Region, in order that the nature and character of the seat of the Government of Canada may be in accordance with its national significance. The NCC received a new mandate from Cabinet in 1986: to make the Capital a meeting place for all Canadians, to use the Capital to communicate Canada to all Canadians, and to safeguard and preserve its assets.

Responsibilities

The National Capital Commission is a Crown Corporation whose mandate is to plan and assist in the development, conservation and improvement of the National Capital Region in keeping with its significance as the seat of the Government of Canada. The NCC's mandate was recently expanded to organize, sponsor and promote public activities and events that enrich the cultural and social fabric of Canada, and foster cooperation among organizations with a stake in the Capital's development.

Its formal mission statement identifies three key objectives. They are; to use the Capital to communicate Canada to Canadians; to make the Capital a meeting place for Canadians; and to safeguard and preserve the Capital.

Fulfilment of these objectives will make the Capital more representative of Canada and promote public perception of it as a second home for every Canadian.

Legislation

- National Capital Act, R.S.C. 1988, c. n-4

Organization

To ensure the National outlook of the NCC, the Act provides for twenty Commissioners from across Canada who function as a Board of Directors, and who must be appointed by Order-in-Council. The Commission is headed by a Chairman who is also its Chief Executive Officer and reports to Parliament through the Minister of Public Works.

■ Executive

The Chairman and Chief Executive Officer: Heads a senior management team comprising the General Manager and seven Vice-Presidents. Four divisions report directly to the Chairman: Communications, Management Audit and Program Evaluation, Legal Services, and Human Resources.

The General Manager: Acts as the Commission's chief operating officer, providing overall direction and coordination for Branch activities. The Intergovernmental and Community Relations Division, chiefly responsible for coordination and consultation between the NCC and other organizations, reports directly to the General Manager, who also chairs key management committees dealing with corporate planning and evaluation.

■ Policy

Policy Branch manages services in support of the Commission's strategic planning and marketing functions. This includes evaluating medium and long-term trends likely to affect the Capital and developing policies and strategies to position the Capital within this environment. The Branch also manages services in support of the NCC Board and Advisory Committees and the processing of Executive Documents.

■ National Programming

National Programming Branch communicates Canada to Canadians through the management, development and staging of celebrations and festivals such as Canada Day and Winterlude; cultural, artistic and commemorative programs and the Outreach program. The Branch also provides a means for Canadians to contribute directly to the development of the Capital through volunteer recruitment and private sector joint sponsorships.

■ Capital Planning

Capital Planning Branch develops long-range policies and plans for the physical development of federal lands in the Capital; provides planning advice to federal departments and other levels of government and authorizes design, land use, demolitions, land sales and permits.

■ Realty and Development

Realty and Development Branch manages and develops the NCC's real assets. This includes the design and rehabilitation of NCC construction projects; real property acquisition and disposal; marketing and leasing of realty assets and the management of Canada's six Official Residences.

■ Environmental and Land Management

Environmental and Land Management Branch manages, conserves and maintains all NCC lands, including those in Gatineau Park, the Greenbelt, urban parks and corridors, and the grounds of federal, provincial and local departments and agencies. The Branch also keeps Commission roads, bridges and other structures clear of snow and in acceptable repair, and manages winter operations on the Rideau Canal.

■ Controller

Controller Branch manages the NCC's finances and financial planning, including the functions of Chief Financial Officer and Corporate Administration Officer. The Controller also manages procurement supply administration, security, and the Management Improvement Program.

■ Human Resources

Human Resources Branch is responsible for all personnel services including human resources planning, training, staffing, employee relations, classification, compensation and internal communications.

■ Information Resources

Information Resources Branch manages information including planning, organizing and controlling information holdings; applying technology, methods, systems and procedures for creating, collecting, handling, protecting, using and disposing of information and the application of Access to Information and Privacy legislation.

Information Holdings

Program Records

■ Executive Branch

Corporate Communication

Description: Information relating to Public information on the National Capital Region for Canadians and foreign visitors. *Topics:* News Releases; Publicity Programs; Press Conferences; Publications; Public Enquiries; Audio Visual Material and Exhibitions. *Access:* By subject. *Storage Medium:* Paper files, Photographs. *Program Record Number:* NCC EXE 005

Governmental and Community Relations

Description: Information relating to consultations and co-ordination, with federal, provincial, regional and municipal governments as well as community associations and special interest groups. *Topics:* Co-ordination and Liaison on Land and Property matters, Construction, Maintenance and Renovation of Buildings, Grounds and Varied Structures, Programs Promoting National Understanding, Pride and Awareness of the Capital, Development of Tri-partite Agreements and Program Co-ordination. *Access:* By subject. *Storage Medium:* Paper files. *Program Record Number:* NCC EXE 015

Legal Services

Description: Information relating to legal matters, particularly litigation and property settlements. *Topics:* Legal Aspects of Land and Property Transactions; Legal Agreements; Damage Suits for and against the Commission; Collection of Accounts. *Access:* By subject. *Storage Medium:* Paper files. *Program Record Number:* NCC EXE 010

Management Audit and Evaluation

Description: Information relating to the management and monitoring of corporate audit projects and the evaluation of the Commission's programs to assess performance against the NCC's mandate. *Topics:* Audit Plans; Internal and External Audit Recommendations; Evaluation Studies. *Access:* By subject. *Storage Medium:* Paper files and EDP. *Program Record Number:* NCC EXE 020

■ Policy Branch

Corporate Communications

Description: Public information and services on the National Capital area for Canadians and foreign visitors. *Topics:* News releases; publicity programs; press conferences; publications; public enquiries; audio visual material and exhibitions. *Access:* Files arranged by subject. *Storage Medium:* Catalogue of photos. *Program Record Number:* NCC POL 035

Corporate Secretariat

Description: Information relating to the administration of the NCC Advisory and Executive Committees, and management of Executive correspondence. *Topics:* Minutes of NCC, Executive, Executive Management and Advisory Committees; Commissioners and Committee Members, Treasury Board Submissions. *Access:* By subject. *Storage Medium:* Paper files. *Program Record Number:* NCC POL 030

Strategic Planning and Marketing

Description: Information relating to strategic planning for marketing of the National Capital Commission. *Topics:* Thematic Strategies; Socio-economic Studies; Marketing Action Plans; Outreach Programs and Visitor Services. *Access:* By subject. *Storage Medium:* Paper files, EDP. *Program Record Number:* NCC POL 025

■ National Programming Branch

National Capital Events

Description: Information relating to the planning, development and staging of events and cultural programs to commemorate Canadian confederation; to link the Capital with provincial and territorial capitals; and to provide volunteer services support. *Topics:* Christmas Lights Across Canada; Winterlude; Sound and Light; Canal Services and Safety. *Access:* By subject. *Storage Medium:* Paper files. *Program Record Number:* NCC NAP 055

National Capital Programming

Description: Information relating to heritage, interpretive and cultural programs, to enhance visitor awareness and visitor environment; communicate Canada's political heritage; and enhance the Capital's symbolic significance. *Topics:* Parliament Hill Interpretation; Mackenzie King Estate; Confederation Boulevard; National Native Monument; Peacekeeping Monument; Settler's Memorial.

Access: By subject. *Storage Medium:* Paper files. *Program Record Number:* NCC NAP 050

National Outreach

Description: Information relating to programs to communicate the Capital Message to youths visiting the National Capital Region and the development of linkage programs between the NCR, the provinces and territories. *Topics:* Capital-Youth Visits and Exchanges; Capital Youth Learning Materials; Provincial/Territorial Capital Links; Provincial/Territorial Presence in the Capital. *Access:* By subject. *Storage Medium:* Paper files. *Program Record Number:* NCC NAP 060

National Program Development

Description: Information relating to the administration of national programming development. *Topics:* Program Development and Analysis and Program Support. *Access:* By subject. *Storage Medium:* Paper files. *Program Record Number:* NCC NAP 040

Sponsorship and Program Promotion

Description: Information relating to the development of opportunities for the Canadian public and the private sector to participate in the development and promotion of the Capital. *Topics:* Winterlude Button Program; Confederation Boulevard Trees; Visitor Centre; Mackenzie King Estate Tours. *Access:* By subject. *Storage Medium:* Paper files. *Program Record Number:* NCC NAP 045

Visitor Services

Description: Information relating to the operation and promotion of a Capital Visitor Centre. *Topics:* Reservation system; Toll-free phone service; Visitor Guide and Map; Distribution Kiosks; Infotent. *Access:* By subject. *Storage Medium:* Paper files, EDP, Photographs, Maps. *Program Record Number:* NCC NAP 065

■ Capital Planning Branch

Core Area West

Description: Information relating to the development of Core Area West. *Topics:* Core Area West Framework; Chaudiere Island; Victoria Island; Lebreton Flats. *Access:* By subject. *Storage Medium:* Paper files, Drawings, Plans, Maps and Photographs. *Program Record Number:* NCC CAP 070

Current Planning

Description: Information relating to current planning for federal lands in the National Capital Region. *Topics:* Federal Land Use Review and Approval; Local/Regional Planning; Federal Land Use Plan; Heritage Policy; Environmental Assessments; International Presence. *Access:* By subject. *Storage Medium:* Paper files, Drawings, Plans, Maps and Photographs. *Program Record Number:* NCC CAP 075

Long-Range Planning

Description: Information relating to the development of long-range plans for federal lands in the National Capital Region. *Topics:* The Greenbelt; Rockliffe Airbase; Canada's Capital 2050; Tour Bus Parking; Ottawa International Airport; Interprovincial Transportation Planning. *Access:* By subject. *Storage Medium:* Paper files, Drawings, Plans, Maps and Photographs. *Program Record Number:* NCC CAP 080

Urban Design

Description: Information relating to urban design planning for federal lands in the National Capital Region. *Topics:* Core Area West; Parliamentary Precinct; The Greenbelt. *Access:* By subject. *Storage Medium:* Paper files, Drawings, Plans, Maps and Photographs. *Program Record Number:* NCC CAP 085

■ Realty and Development Branch

Design

Description: Information relating to the rehabilitation, management, safeguarding and preservation of the NCC's real assets (including Canada's six Official Residences); landmarks, natural features, infrastructure and commercial buildings; and the provision of professional architectural, engineering, construction and design services. *Topics:* Bridges; Parkways; Roadways etc. *Access:* By subject. *Storage Medium:* Paper files, Maps, Plans, Drawings, Photographs, Slides and EDP. *Program Record Number:* NCC RAD 095

Official Residences

Description: Information relating to the provision of management, design, curatorial and greenhouse services for Canada's six Official Residences and the development and administration of the Canadiana Fund Program. *Topics:* Rideau Hall; Stornoway; 24 Sussex; Harrington; Kingsmere; 7 Rideau Gate; Canadiana Fund; Quebec Citadel Greenhouse. *Access:* By subject. *Storage Medium:* Paper files, Maps, Plans, Drawings, Photographs, Slides and EDP. *Program Record Number:* NCC RAD 100

Realty Development

Description: Information relating to the development of the NCC's real assets and the management of private sector joint projects in order to generate revenue. *Topics:* Chambers Building; Diplomatic Missions Sites; 489 Sussex Drive (Jeanne d'Arc Building) etc. *Access:* By subject. *Storage Medium:* Paper files, Maps, Plans, Drawings and Photographs, EDP. *Program Record Number:* NCC RAD 090

Realty Operations

Description: Information relating to the management of the NCC's real property portfolios. *Topics:* Leasing; Property Management; Marketing; Maintenance; Utilities; Improvements; Repairs etc. *Access:* By subject. *Storage Medium:* Paper files, EDP, Maps, Plans and Drawings. *Program Record Number:* NCC RAD 105

Realty Transactions

Description: Information relating to the negotiation and completion of property agreements for the acquisition, disposal or exchange of properties, and the granting of easements and licences of occupation in support of the NCC's mandate to consolidate the National Interest Landmass (NILM). *Topics:* Easements; Licences;

Exchanges; Expropriations; Acquisitions Disposals and Divestitures. *Access:* By subject. *Storage Medium:* Paper files, Maps, Plans, Drawings and EDP. *Program Record Number:* NCC RAD 110

■ Environmental and Land Management Branch

Building and Infrastructure Management

Description: Information relating to buildings and infrastructure managed and maintained by the NCC, including buildings, monuments, water fountains, dams, decks, stairways and ramps. *Topics:* Plumbing; Drainage; Mechanical, Electrical and Irrigation Systems. *Access:* By subject. *Storage Medium:* Paper files, maps, plans and drawings. *Program Record Number:* NCC ELM 135

Event Management

Description: Information relating to the provision of managerial, operational and technical support services to public events and festivals. *Topics:* Safety and Security Measures; Security; Accidents; Damage; Complaints etc. *Access:* By subject. *Storage Medium:* Paper files. *Program Record Number:* NCC ELM 160

Facility Management

Description: Information relating to the planning and development of facilities and facilities services (including visitor reception and information/orientation services) offered to Visitors. *Topics:* Jacques Cartier Park; Core Area West; Vincent Massey Park; Gatineau Park; The Greenbelt; Major's Hill Park; Nepean Point; Canal Winterway; Mackenzie King Estate; Pink Lake; Stoney Swamp. *Access:* By subject. *Storage Medium:* Paper files, Maps and Plans. *Program Record Number:* NCC ELM 120

Fleet Management

Description: Information relating to fleet management services for the NCC's vehicle and equipment fleet. *Topics:* Quality Standards; New Equipment; Preventative Maintenance; Fleet and Vehicle and Equipment Catalogue; Fuel; Accidents; Training etc. *Access:* By subject. *Storage Medium:* Paper files. *Program Record Number:* NCC ELM 165

Furnishing/Fixture Management

Description: Information relating to outdoor furniture and fixtures managed and maintained by the NCC, including benches, picnic tables, waste receptacles, signs, light standards, fences, gates and drinking fountains. *Topics:* Qualtity Standards; Electrical; Painting etc. *Access:* By subject. *Storage Medium:* Paper files, Plans and Drawings. *Program Record Number:* NCC ELM 140

Interpretation and Animation

Description: Information relating to nature interpretation and animation programs for NCC managed lands. *Topics:* The Greenbelt; Gatineau Park Pink Lake. *Access:* By subject. *Storage Medium:* Paper files. *Program Record Number:* NCC ELM 115

Land Management

Description: Information relating to the development and implementation of land management strategies, policies, standards and specifications for the NCC's land portfolio. *Topics:* Preventative Maintenance; Recreational Pathways Signage and Lane Marking; Regional Pathway Map; Snow and Ice; Turf Management; Land Use Leases and Agreements; Permits/Permissions/Concessions; Licences of Occupation; Service and Partnership Agreements. *Access:* By subject. *Storage Medium:* Paper files, Maps, Plans and Drawings. *Program Record Number:* NCC ELM 125

Roadway/Pathway/Parking Lot/Bridge Management

Description: Information relating to pathways and parking lots and other civil works managed and maintained by the NCC. *Topics:* Quality Standards and Plans; Surface Maintenance; Inspection Reports; Management Plans. *Access:* By subject. *Storage Medium:* Paper files, Maps and Plans. *Program Record Number:* NCC ELM 130

Snow and Ice Control

Description: Information relating to snow and ice control for NCC managed lands and buildings. *Topics:* Quality Standards; Salt Applications; Equipment, Methods and Practices, Accidents and Injuries. *Access:* By subject. *Storage Medium:* Paper files. *Program Record Number:* NCC ELM 155

Turf, Tree, Floral, Hedge/Shrub and Groundcover Management

Description: Information relating to turf, tree, hedge, shrub, and groundcover maintenance for NCC managed lands. *Topics:* Seed Mixtures, Pest Management; Organic Management Techniques; Tree Nutrients; Quality Standards; Wild Flower Plan; Perennial Use; Mulch Shrub Beds etc. *Access:* By subject. *Storage Medium:* Paper files, Plans and Drawings. *Program Record Number:* NCC ELM 145

Waste Management

Description: Information to relating to waste management for NCC managed lands. *Topics:* Quality Standards; Recycling; Composting. *Access:* By subject. *Storage Medium:* Paper files *Program Record Number:* NCC ELM 150

■ Controller Branch

Corporate Planning

Description: Information relating to the management of the corporate planning process. *Topics:* Corporate strategies and objectives, Corporate plans and priorities, Tactical Plan guidelines, Corporate reporting process, Performance Reviews, Performance Measurement. *Access:* By subject. *Storage Medium:* Paper files and EDP. *Program Record Number:* NCC CON 180

Finance

Description: Information relating to financial planning and control, financial services and financial management systems. *Topics:* Finance and Accounts; Agreements;

Allotments and Transfers; Banks and Banking; Expenditures; Fees, Funds and Grants; Taxes; Travel Allowances and Expenses; Accounts Payable and Receivable; Budgets and Estimates; and Audit in General. *Access:* By subject and Supplier Name. *Storage Medium:* Paper files, Microform and EDP. *Program Record Number:* NCC CON 170

Procurement and Material Management

Description: Information relating to administrative services, material management, and contract administration. *Topics:* Administration; Accidents; Procurement; Equipment and Supplies; Contracts; Furniture and Furnishing; Office Appliances; Vehicles; Standards and Specifications. *Access:* Files Arranged by Subject and Contract Number. *Storage Medium:* Paper files EDP and Microform. *Program Record Number:* NCC CON 175

■ Information Resources Branch

Informatics

Description: Information relating to the development of technology strategies, policies, plans and activities to support the management of the NCC's Electronic Data Processing and Telecommunications requirements. *Topics:* EDP Security; Corporate Systems Development and Applications Support; Client Services; Advanced Technology and Standards; Telecommunications; NCCNet; Technical Services; Technical Services Requests; Facility Management. *Access:* By subject. *Storage Medium:* Paper files and EDP. *Program Record Number:* NCC INR 190

Information Holdings

Description: Information relating to the development and implementation of policies, plans, systems and services for the management of the NCC's corporate information holdings and the administration of the Access to Information and Privacy Acts. *Topics:* Corporate Information Inventory System (C.I.I.S.); Information Classification and Identification Systems; Information Evaluation and Scheduling; Corporate Administrative Policies and Procedures; Forms Management: Access to Information (ATI) Act; Privacy Act; Requests for Access to Information and Personal Information; Central Records and InfoCentre Services; Library Services; Printing Services. *Access:* By subject. *Storage Medium:* Paper files and EDP. *Program Record Number:* NCC INR 195

Information Management and Practices

Description: Information relating to the analysis and definition of the internal operations and Corporate data management policies, standards and services of the NCC. *Topics:* Corporate Data Facility; Data Administration; Management Practices and Operational Review; NCC Business Functions and Data Models; Information Management. *Access:* By subject. *Storage Medium:* Paper files and EDP. *Program Record Number:* NCC INR 185

Surveys and Mapping

Description: Information relating to the surveying and mapping program to support the Commission's property, engineering, landscaping, construction and legal activities. *Topics:* Topographical Mapping and Mapping Contracts; Land Surveys; Legal Surveys of NCC Properties and Legal Descriptions of Lands; Current Title Records; Aerial Photography. *Access:* By subject. *Storage Medium:* Maps, Plans, Drawings, Aerial and Other Photographs, Paper files and EDP. *Program Record Number:* NCC INR 200

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting
Acts and Legislation
Administration
Administration and Management Services
Audits
Budgets
Classification of Positions
Employment and Staffing
Equipment and Supplies
Furniture and Furnishings
Human Resources
Occupational Health, Safety and Welfare
Office Appliances
Official Languages
Pensions and Insurance
Procurement
Salaries and Wages
Staff Relations
Training and Development
Utilities

Personal Information Banks

■ Executive Branch

Corporate Contact Data Bank (National Network Contact List)

Description: Name; address; limited personal information such as age and sex; contact tracking data such as date of contact, reason, and follow-up required. Lists of individuals as well as organizations with which the Commission communicates in support of various programs. These lists include but are not restricted to individuals of the following categories; Government/Political, Community Groups, Associations, Special Interest Groups, General Public, Volunteers, NCC Commissioners, Tenants Advisory Committee Members, Media, Sponsors, Land Developers, Contractors, Universities, and Students. *Class of Individuals:* General

Public. *Purpose:* This bank identifies individuals and organizations that have been contacted in the past, the present and potentially in the future. It is used as the single repository for accurate and timely address information for individuals. *Consistent Uses:* This bank is used to store the address of and track contact with individuals and groups. It is used to provide addresses for the mailing of individual and / or mass correspondence such as press release, annual reports and other program-related materials; and supports communications via telephone. It may be used to track public opinion on various issues regarding the programming of the NCC. *Retention and Disposal Standards:* 2 years or when superseded. *TBS Registration:* 003021 *Bank Number:* NCC PPU 040

■ Policy Branch

Records of the Members of the Commission and of Committees

Description: Files may contain curricula vitae, letters of recommendation, photographs, submissions to Treasury Board, Orders-in-Council, general correspondence and a record of travel expenses and honoraria. *Class of Individuals:* Professional people. *Purpose:* The purpose of this bank is to maintain a record of all commissioners and members of the various corporate and advisory committees within the Commission, and maintain a record of the communications with these people. *Consistent Uses:* The bank provides an up-to-date status of financial transactions and is also used to help identify personal skill, abilities and suitability of candidates to serve as members of committees or as potential commissioners. *Retention and Disposal Standards:* Records are retained for six years after expiry of terms. *TBS Registration:* 000800 *Bank Number:* NCC PPU 005

■ National Programming Branch

Volunteer Data Bank (National Network Contact List)

Description: This bank contains the names of volunteers who have offered to assist in various capacities during National Capital Events. Addresses, telephone numbers and personal preferences are also included. *Class of Individuals:* General Public. *Purpose:* The purpose of this bank is to maintain a record of volunteers, their participation in events and their preferences for volunteer activities. *Consistent Uses:* This bank is used to select volunteers for suitable placement in support of NCC public events. The bank also may represent a mailing list which could be used to contact volunteers about other NCC activities. *Retention and Disposal Standards:* 2 years or when superseded. *TBS Registration:* 002196 *Bank Number:* NCC PPU 070

Youth Programs

Description: This bank contains information about students and teachers such as name, address, telephone number, age, school, subjects taught, grades taught, language of instruction, language spoken, student's riding and M.P. *Class of Individuals:* General Public. *Purpose:* The purpose of this bank is the management of the Winter Fun Poster Challenge, the 'A Capital For All Canadians' kit, and the Adventure in Citizenship programs. *Consistent Uses:* This information is used to maintain contact with schools, teachers and students to inform them of activities and changes in these programs. It may also be used as a mailing list to inform the individuals of other related programs, and to solicit their involvement. *Retention and Disposal Standards:* Two years or when superseded. *TBS Registration:* 003022 *Bank Number:* NCC PPU 071

■ Realty and Development Branch

Property Management and Property Tenant Records

Description: This bank may contain the names of former, present and prospective tenants, the former address of a tenant, employment background, annual earnings and number of children. The files contain basic personal information on the owner or tenant of the property and all information pertaining to the leasing of the property, authority to repair, capital improvement to the property and general correspondence on related matters. These records may contain the results of credit investigations of the tenants which were conducted to determine financial capability to rent / lease the property. The records are organized by project parcel number with an alphabetical cross reference system. Applications to rent NCC properties are placed on the appropriate property file. *Class of Individuals:* General Public. *Purpose:* The purpose of this bank is to maintain an inventory of all National Capital Commission tenants and applicants for tenancy and to maintain a record of information relating to the management of NCC properties. *Consistent Uses:* It is used to identify past, present and prospective tenants of Commission properties. Some information may be disclosed for the purpose of collecting debts owed by tenants as a result of their tenancy. It is also used to assist in the administration of properties acquired on behalf of the federal government. Some information may be disclosed to municipalities in which the properties are located for tax assessments and administration of the grants-in-lieu of taxes program. *Retention and Disposal Standards:* Records on individuals are retained for two years after property is vacated. *TBS Registration:* 003020 *Bank Number:* NCC PPU 051

Property Transaction Records

Description: The files contain general correspondence, appraisal reports, description of property and basic personal data on the owner. Also included is the final disposition of the case in the form of an option and copies of minutes of the NCC Advisory Committee on Real Estate. The records are organized by property parcel number with an alphabetical cross reference system. Information is maintained in the form of: paper records, Real Asset Management Information System (RAMIS). *Class of Individuals:* General Public. *Purpose:* The purpose of this bank is to record the negotiations leading to property transactions. *Consistent Uses:* It is used to assist in the administration of policies on the acquisition and expropriation of properties in the National Capital Region on behalf of the federal government. *Retention*

and Disposal Standards: Records are microfilmed and transferred annually to the National Archives of Canada. ***TBS Registration:*** 000808 ***Bank Number:*** NCC PPU 045

■ Environmental and Land Management Branch

Camp Site Registration Records

Description: This bank contains the names of campers at Gatineau Park and Lebreton Flats camp sites. It may also contain addresses, telephone numbers, credit card numbers and fees paid for the rental of the sites. ***Class of Individuals:*** General public. ***Purpose:*** The purpose of this bank is to control the allocation of camp sites and to maintain a record of revenue. ***Consistent Uses:*** This bank is also used to maintain mailing lists for future reservations, revenue accountability and future planning. ***Retention and Disposal Standards:*** 1 year after expiry or obsolete. ***TBS Registration:*** 002197 ***Bank Number:*** NCC PPU 065

Gatineau Park Access Permits

Description: This bank contains the names, addresses and telephone numbers of the residents of the municipality of LaPeche who are given free access to Gatineau Park. ***Class of Individuals:*** General Public. ***Purpose:*** The purpose of this bank is to identify individuals eligible for free access to Gatineau Park. ***Consistent Uses:*** This bank is also used to control the distribution of permits and to maintain the information. ***Retention and Disposal Standards:*** 1 year after expiry or obsolete. ***Bank Number:*** NCC PPU 061

Gatineau Park Skiing Permits

Description: This bank contains the names and addresses of all skiers who have purchased a season permit for cross country skiing in Gatineau Park. ***Class of Individuals:*** General Public. ***Purpose:*** The purpose of this bank is to manage a user-fee program for skiers in Gatineau Park. ***Consistent Uses:*** This bank is also used to maintain a mailing list of skiers and to replace lost or stolen season permits. ***Retention and Disposal Standards:*** 1 year after expiry or obsolete. ***Bank Number:*** NCC PPU 062

Violation and Enforcement Records

Description: This bank identifies violators and may contain a description of material seized, identification of witnessing officer and any relevant details. ***Class of Individuals:*** General Public. ***Purpose:*** The purpose of this bank is to record particulars of the violation of laws and regulations applicable to NCC land and properties. ***Consistent Uses:*** This bank is used to facilitate the administration of justice within Commission-owned land and properties. ***Retention and Disposal Standards:*** Case files are retained for 20 years, while the on-going master computer tape is retained for 10 years. ***TBS Registration:*** 003018 ***Bank Number:*** NCC PPU 060

■ Controller Branch

Catalogue of Contractors

Description: This bank contains curricula vitae, certificates of insurance and worker's compensation, references and declared areas of contractual interest. ***Class of Individuals:*** General Public. ***Purpose:*** The purpose of this bank is to maintain a record of professional and business persons who have offered their services to the National Capital Commission. ***Consistent Uses:*** The information in this bank is used to determine who will be chosen to do work or provide services when required. ***Retention and Disposal Standards:*** Records are retained for two years. ***TBS Registration:*** 000803 ***Bank Number:*** NCC PPU 020

General Claims

Description: These files may contain police reports, accident reports, witness reports, estimates, amounts paid or received, releases and related particulars. ***Class of Individuals:*** General Public. ***Purpose:*** The purpose of this bank is to maintain records of vehicular and other accidents and incidents resulting in claims for and against the Crown. ***Consistent Uses:*** This information is used to determine liability and to negotiate settlements. ***Retention and Disposal Standards:*** Records are retained for six fiscal years after settlement of claims. ***TBS Registration:*** 000802 ***Bank Number:*** NCC PPU 015

Personal Service Contracts

Description: Data may include terms of contracts; performance reports; billings; payments made; and related correspondence. ***Class of Individuals:*** General Public. ***Purpose:*** The purpose of this bank is to maintain an accurate account of all payments made under personal service contracts. ***Consistent Uses:*** It is used as a basis for negotiations between the National Capital Commission and the individuals concerned. ***Retention and Disposal Standards:*** Records are retained for six fiscal years after completion of terms of contract. ***TBS Registration:*** 000804 ***Bank Number:*** NCC PPU 025

Property Rental Collection Records

Description: This bank contains the National Capital Commission's property number, tenant number, rental charges, rental payments, maintenance allowances, collection and credit reports and related correspondence. ***Class of Individuals:*** General Public. ***Purpose:*** This bank identifies past, present and prospective tenants of the Commission. ***Consistent Uses:*** This bank is used for the collection of rents. ***Retention and Disposal Standards:*** Records are retained for six fiscal years after accounts are settled. ***TBS Registration:*** 000806 ***Bank Number:*** NCC PPU 035

■ Information Resources Branch

Access Request Data Bank

Description: This bank contains the access request forms sent by individuals requesting access to Commission records, the replies to such requests and information relating to their processing. ***Class of Individuals:*** General Public. ***Purpose:*** The purpose of this bank is to maintain a record of all applicants under the Access to Information

Act and the Privacy Act, and to maintain a record of communication with those applicants. ***Consistent Uses:*** The bank is used to document the activities involved in the response to Access and Privacy requests and to provide statistical reports required under the Access to Information and Privacy Acts. ***Retention and Disposal Standards:*** Records are retained for three years. ***TBS Registration:*** 000801 ***Bank Number:*** NCC PPU 010

Classes of Personal Information

The National Capital Commission as a whole is involved in activities which tend to generate public response in one form or another. As a result, personal information may be accumulated which is not contained in specific NCC banks listed in this index.

Such personal information may consist of compliments, complaints, suggestions, opinions, proposals, agreements, permits and permissions and may include name, address, telephone number and, in some cases, marital status, age and employment.

This form of personal information is stored throughout the general subject files and is not normally retrievable by name or other personal identifier. It can be located only if specific and sufficient details are provided concerning the event or activity of interest such as:

Acquisition, development, management, and disposal of properties;

Planning, construction, maintenance and operation of roads, bridges, parks, pathways and other works;

Joint projects with municipalities;

Construction and operation of concessions;

Grants and subsidies;

Historical sites and buildings;

Plans for federal elements in the National Capital Region;

Public cultural and recreational activities;

Tours and services for visitors;

Promotion of national understanding and awareness of the National Capital of Canada;

Violation of laws and regulations;

Manuals

- Contract Regulations
- Corporate Administration Manual
- Corporate By-law I-84
- Federal, Provincial and Municipal Codes and Bylaws
- Fish and Game Acts for Ontario, Quebec
- Internal manuals on Design, Signs, Fire, Safety and Maintenance
- NCC Traffic and Property Regulations
- Property Branch Manual
- Safety Manual
- Specifications and Standards

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the NCC and its various programs and functions may be directed to:

ATIP Secretariat
National Capital Commission
161 Laurier Avenue West
Ottawa, Ontario
K1P 6J6

(613) 239-5198

Library

161 Laurier Avenue West
14th Floor
Ottawa, Ontario

(613) 239-5123

Visitor Reception Centre

14 Metcalfe Street
Ottawa, Ontario

(613) 992-5473

Centre d'accueil touristique de Hull

Maison du Citoyen
25 Laurier Street
Hull, Quebec

(819) 994-6141

Gatineau Park

Scott Street
Old Chelsea, Quebec

(819) 827-2711

Information Kiosks (Summer)

Sparks Street Mall
Ottawa, Ontario
Place du Portage
Rue de l'Hôtel de Ville
Hull, Quebec

Reading Room

In accordance with the Access to Information Act, an area on the premises of this institution has been designated as a public reading room. It is open from 09:00 to 16:00 hours Monday to Friday, holidays excepted. Its address is:

6th floor
161 Laurier Avenue West
Ottawa, Ontario.

National Defence

Chapter 69

General Information

Background

The Minister of National Defence has the control and management of the Canadian Forces and all matters relating to National Defence establishments and works for the defence of Canada. The Canadian Forces, besides forming part of National Defence Headquarters, are organized into seven major functional commands and one command with regional responsibilities. The Department is responsible for the administration of the Canadian Forces Superannuation Act, the Defence Services Pensions Continuation Act, the National Defence Act, and the Visiting Forces Act.

Responsibilities

The role and function of the Department of National Defence, and its principal component, the Canadian Forces, have historically been to ensure the security of Canada and to contribute to the maintenance of world peace.

Its basic roles and responsibilities are to supplement and support the civilian authorities in maintaining surveillance and preserving control over and security within the national territory of Canada and areas of Canadian jurisdiction, to assist civilian authorities in the event of emergency or disaster, to provide search and rescue services, and to contribute to national development. To enhance the security of Canada against military threat, the Department co-operates with the United States in the defence of North America, and co-operates in collective defence measures under the North Atlantic Treaty. The Department promotes international stability by contributing to peacekeeping activities in co-operation with other members of the international community, and by providing military training assistance to friendly nations. It controls, manages, and administers all activities of, and provides the services necessary to ensure adequate supply and technical support for, both the Department and the Canadian Forces. It also provides all levels of training for the Canadian Forces. Finally, the Department works to maintain and advance Canadian scientific and technological knowledge and analytical capability in the area of defence.

Legislation

- Aeronautics Act, R.S.C. 1970; for matters therein relating to defence; otherwise, the designated minister is the Minister of Transport
- Canadian Forces Superannuation Act, R.S.C. 1970
- Defence Services Pension Continuation Act, R.S.C. 1970
- National Defence Act, R.S.C. 1970
- Visiting Forces Act, R.S.C. 1970

Organization

■ Assistant Deputy Minister – Communications and Public Affairs

The Division provides advice and guidance to the minister, deputy minister, chief of defence staff, commanders, and managers on public information and communications matters in support of National Defence and Canadian Forces policies, objectives, programs and activities. It also plans, conducts, and evaluates information programs for groups within and outside the Department; provides the public and media with the maximum amount of information on defence consistent with national and international security; and arranges Canadian Forces participation in exhibitions and displays. The Division maintains a working relationship with communications agencies of federal, provincial, and allied governments.

Directorate of History: Is responsible for the production of official histories of the Canadian Forces. The Directorate collects source documents on Canadian military history, acts as an information centre on the history of the Canadian Forces, and provides historical research facilities.

■ Assistant Deputy Minister – Finance

Financial Services Branch: Responsible for controlling and coordinating the financial administration functions of the Department. This involves ensuring the effective functioning of the departmental budgetary system, the internal controls over funds and assets, and accounting systems, procedures and practices. It is also responsible for the interpretation and communication of financial policies and procedures, the provision of costing, military pay, superannuation administration and financial services, and the operation of the Department's financial information system.

Automated Information Services Branch: Responsible for controlling the administration of departmental management consulting services, providing a departmental forms management program, and administering the departmental reports control program. It also controls the administration of automatic data processing support to military commanders and departmental managers by formulating appropriate policies, procedures and plans, as well as conducting evaluations. In addition, the Division directs the analysis and design of departmental information systems.

■ Assistant Deputy Minister – Materiel

Weapons Systems and Equipment Engineering and Maintenance Branch: Responsible for providing all aspects of design, engineering, maintenance, and standardization service for all weapons systems, support systems, and related equipment for the Canadian Forces. These functions are carried out by project managers and life cycle materiel managers organized in maritime, aerospace, land and communications, electronics engineering, and maintenance divisions. It is responsible for providing and managing ammunition design engineering, maintenance, storage, explosive safety, and disposal services for the Department. In addition, it develops and recommends ammunition-related policies and programs, and provides guidance and coordination for their implementation.

Supply Branch: Accountable for the provision of materiel for the Canadian Forces.

Transportation Division: Responsible for the provision of transportation and postal services. This includes planning, programming, and managing the actual provision of these services, and managing the Department's vehicle accident prevention program.

Materiel Quality Assurance Division: Responsible for planning and directing departmental quality assurance policies and activities, compiling and publishing Canadian qualified products lists, and maintaining surveillance over defence contractors and departmental manufacture and repair facilities. It looks after quality control and inspection systems, establishes and ensures the implementation of quality assurance standards for the repair, overhaul, modification, and acquisition of new equipment; and ensures the quality of materiel being procured for the Department of National Defence, other government departments, and foreign governments, as required.

Construction and Properties Branch: Responsible for formulating plans and programs for the design, construction, operation, maintenance, protection, and evaluation of accommodations, fixed facilities and utilities. It implements the approved programs, manages real property and utility services, coordinates the disposal of surplus real property and facilities, formulates related policies, and provides the necessary control and guidance for their application.

Research and Development Branch: Responsible for the formulation and conduct of the departmental research and development program. It participates in the formulation and implementation of departmental policies for research and development activities, controls and directs the operation of the defence research establishments, and ensures that knowledge and application of actual and anticipated advances in science and technology are brought to bear on all departmental functions.

Research and Development Services Division: Exercises control over the administrative functions for those units of the Canadian Forces permanently allocated to the assistant deputy minister materiel, provides administrative support to the defence research establishments, provides documentation and discussion papers for review, administers the departmental inventions and patents program, and coordinates the departmental logistics operations.

Research and Development Policy Division: Responsible for planning and directing the Department's position on all NATO matters relating to research, development and production of defence equipment. It markets defence equipment and participates in all aspects of national and international marketing activities. This includes costing, evaluating, and obtaining necessary approvals for all departmental commitments in support of defence equipment sales. In addition, the Division coordinates export permits, memoranda of understanding, and metric conversion.

Research and Development Operations Division: Responsible for the planning, control, and operation of research and development in the maritime, land, air and communications elements, and in the field of human performance.

■ Assistant Deputy Minister – Personnel

Personnel Development Branch: Responsible for developing personnel policies, for officer training and education, and for conducting research in these areas. The Branch is also responsible for the effective overview and administration of special research, planning, and development studies.

Recruiting, Education and Training Division: Responsible for the development and implementation of policy with regard to Regular Force recruiting and selection, and individual training and education of military and civilian members of the Department.

Personnel Services Branch: Responsible for developing and implementing policies on physical education programs for military personnel and for recreation activities for Canadian Forces members, their dependants, and resident Department civilian employees. The Branch administers all non-public fund operations, programs, activities, and the Canadian Forces Exchange System (CANEX). It determines military standards of dress, drill and ceremonial. The Branch also monitors conditions of service as experienced by service members and their dependants, operates the National Defence Dependants school system, and plans and advises on matters concerning the employment of women in the Forces.

Compensation and Benefits Division: Responsible for planning and directing the development of policies and programs for military and civilian compensation, allowances, and personal benefits for personnel employed in a wide variety of environments who require special compensation plans and practices specific to the Department's requirements and equitable with outside compensation policies.

Dependants Education Programs Division: Responsible for developing policy on, and administering, organizing, constructing, equipping, and operating the National Defence Dependants school system. This includes teacher establishments and salary agreements; the attendance of children at municipal schools on payment of school fees; and the payment of education allowances, under Privy

Council authority or the Military Foreign Service Regulations, 1979, for children of members of the Canadian Forces serving in Canada and abroad.

Chaplain General Protestant Division: Responsible for upholding and fostering spiritual values and pastoral care of Protestant Canadian Forces personnel and dependants. This includes the implementation of ecclesiastical and military policy as it affects the ministry of chaplains; administration of chapel-oriented programs that provide a comprehensive pastoral ministry; development of lay participation and leadership; administration of all religious activities, including those involving chaplain service with the reserves and cadets; and the maintenance of a close working relationship with the Canadian Council of Churches, through its committee on chaplain service in the forces and various civilian committees concerned with sponsorship of Protestant chapel stewardship projects.

Chaplain General Roman Catholic Division: Responsible for upholding and fostering spiritual values and the pastoral care of Catholic service personnel and dependants. This includes recommending and implementing ecclesiastical and military policy as it affects the ministry of chaplains, and administering programs that provide a comprehensive pastoral ministry to meet the needs of service personnel and their dependants. In ecclesiastical matters, the Chaplain General is responsible to the Roman Catholic military vicar of the Canadian Forces.

Surgeon General Branch: Responsible for the organization and administration of the Canadian Forces medical services to conserve military manpower and provide medical support for military operations. This includes the development, review, and evaluation of medical policies, plans and programs relating to operational commitments; therapeutic medicine; preventive medicine; social development services; training and staffing of medical, nursing and medical associate officers, and medical trades personnel; pharmaceutical and financial services; the design and maintenance of medical facilities; and the negotiation of medical agreements with other government departments, civilian hospitals, and affiliated universities in support of Canadian Forces requirements.

Dental Services Division: Responsible for formulating dental policies, plans, and programs to ensure the dental health of all members of the Canadian Forces and, in certain areas, their dependants and other civilians. This includes providing treatment, accommodation, equipment and supplies; preparing the budget; coordinating command and dental unit resource allocations for the provision of dental services; determining both the professional and technical training standards and requirements for dental personnel; maintaining liaison; and representing the Canadian Forces to dental services of other nations, federal and provincial dental associations, and educational agencies in Canada.

Personnel Careers and Senior Appointments Branch: Responsible for controlling and administering the assignments and career progression of military personnel who have completed basic training; developing, implementing, and interpreting personnel management policies; selecting personnel for career development and academic upgrading; and administering honourary military appointments.

Manpower Utilization Division: Responsible for developing personnel policies and systems through which departmental objectives, both present and forecast, are translated into statements of manpower requirements. It ensures that personnel requirements, establishments, and actual strengths are in accordance with approved policies and budgets; allocates military manpower resources within staffing priorities to fill established positions; and prepares and controls annual personnel estimates for military and civilian personnel pay, allowances, salaries, wages, and pension contributions required by the Department. In addition, the Department forecasts and controls military posting and removal expenses and is responsible for determining the occupational analysis requirements for the Canadian Forces.

Classification Division: Responsible for the administration and application of the classification system for all Department civilian employees. In addition, the Division handles employees' classification grievances, audits regional classification offices, and develops policies, directives, methods and procedures.

Civilian Personnel Services Division: Responsible for developing policies and plans and implementing programs for the recruitment, promotion, transfer, training and development, career management, and lay-offs of departmental civilian employees. It implements and maintains a complete departmental civilian personnel administrative service, represents the Department in the development of government-wide policies and programs in all of these personnel areas, and provides advice to senior military and civilian officials on personnel administration matters. The Division also plans, coordinates and advises on the Affirmative Action Program.

Personnel Coordination and Administrative Services Division: Responsible for the administrative functions of the departmental personnel management information systems. It investigates and replies to personnel enquiries and complaints, including those under the provisions of the Canadian Human Rights Act and the Privacy Act; publishes newsletters for both military and civilian personnel; and provides records management services for personnel and fatal casualties records.

Official Languages Division: Responsible for the development of all departmental official languages policies, both military and civilian, while ensuring that they are in accordance with the Official Languages Act, government policies, and departmental requirements. This includes evaluating, monitoring, and amending existing policies; and formulating, when necessary, new directives on terminology, translation, language training programs, and testing. In addition, the Division identifies the language requirements of all civilian positions, maintains an automated information system on civilian personnel, and schedules their language training.

Assistant Deputy Minister – Policy

Defence Program Branch: Develops and maintains the defence program management systems, controls and reviews the defence services program, analyzes options to meet the Department's capability goals, reviews and guides the management of major projects, and prepares the defence services program forecast.

Policy Planning Branch: Responsible for originating and advising on policy matters, evaluating strategic developments, developing defence policy proposals (including defence objectives) and guidance for the planning of defence capabilities, and coordinating policy planning with external agencies, NATO in particular.

Policy Coordination Division: Effects liaison with Cabinet through the Privy Council Office, monitors departmental policy and conducts relations with Parliament.

Operational Research and Analysis Branch: Directs the operational research and systems analysis program, and is responsible for the maintenance of scientific quality and support of financial research elements.

Organization and Manpower Division: Responsible for generating departmental organizational policy, procedures, structures, changes, and orders; and for identifying current and future military and civilian manpower requirements with the Department. It also controls military rank and occupational code structures, develops and maintains the official position list of continuing civilian employees, controls the casual person-year allocation, develops and maintains manpower scales and standards, manages the on-site manpower evaluation program, and produces and maintains unit establishment documents.

Chief Review Services Branch

The Branch provides departmental advice and functional authority on review matters. It is responsible and accountable for the planning and conduct at the National Defence Headquarters (NDHQ) level of program evaluations, internal audits, and military reviews of all aspects of departmental and military operations and activities. It also provides independent, objective reports on the effectiveness, efficiency and economy of the Department of National Defence and the Canadian Forces.

Deputy Chief of the Defence Staff

Maritime Doctrine and Operations Branch: Responsible for the development of maritime policy and doctrine relating to force structure, capability requirements, equipment requirements, contingency plans, operational employment, resource management, staffing, training standards, and training and employment policy related to the naval reserve.

Land Doctrine and Operations Branch: Responsible for army future force development, doctrine (material taught), force structuring, operational training and planning, equipment requirements, and scaling of equipment.

Air Doctrine and Operations Branch: Responsible for all air force matters, including the type of air force that is required and how it should be used, equipped, and trained to meet established departmental objectives. This branch also advises on air reserve employment and training policy, and provides representation to meet national and international liaison and representational requirements.

Military Plans and Operations Coordination Division: Aligns military (sea, land, air) operations and plans so that they are mutually supporting and centrally controlled. The Director General, Military Plans and Operations applies a National Defence Headquarters overview to current national concerns in planning for war and peacetime emergencies. As well, the Division acts as a focal point for operational training and activity planning by assigning and monitoring operations of the Canadian Forces and coordinating Canadian Forces activities on standardization agreements and equipment requirements for nuclear, chemical, and biological defence operations.

Military Engineering Operations Division: Acts as principal adviser on all military engineering and cartographic matters for both Regular and Reserve Forces. This includes training standards, policy, and doctrine for the employment of military engineering and cartographic units. The Division also provides operational information, advice, and guidance for the military engineering and cartography portion of the departmental force structuring, operational planning, training, and resource management processes. In addition, it meets national and international liaison and representational requirements.

Military Communications and Electronics Division: Responsible for providing communications and electronics support to National Defence by directing or coordinating all military communications and electronics matters. This includes coordinating communications for exercises and operations, communications security, communications plans and requirements, the management of radio frequencies, coordination of international military communications matters, and electronic warfare.

Reserves and Cadets Division: Responsible for advising on policy, training standards, and doctrine for the employment of Reserve Force sub-components; operational information; structuring and development; operational training; equipment acquisition; and the implementation of National Defence Headquarters reserve policy. The Division also provides advice on departmental support to cadet programs sponsored by the navy, army, and air cadet leagues.

Emergency Preparedness Canada

Emergency Preparedness Canada is the federal agency responsible for coordinating the emergency planning and response of the Government of Canada for peacetime and wartime emergency situations.

Executive Secretariat Division

The Division is responsible for providing and managing administrative services to ensure the effective functioning of the Department in general, and National Defence headquarters in particular. This includes providing departmental administrative support such as library services, records management services, personnel identification services, and National Defence headquarters accommodation management services. The Division also provides departmental policy coordination and review, and secretarial support for senior management meetings. The director general of this division is the corporate secretary for the Department of National Defence.

National Search and Rescue Secretariat

The Secretariat is an independent body outside the line authority of the Department that has as its central focus the coordination of the national search and rescue program in Canada.

Office of the Judge Advocate General

The Office provides legal advice to the Department and the Canadian Forces and oversees a system of courts and justice applicable to all members of the Canadian Forces and to civilians subject to the code of service discipline under section 55 of the National Defence Act. The Office also administers and settles damage and injury claims by and against the Department; administers the service estates of all deceased members of the Canadian Forces; and administers the Service Pension Board.

Vice Chief of the Defence Staff

Military Intelligence and Security Branch: Develops policies and plans for the management of National Defence intelligence and security resources, and produces and disseminates timely defence intelligence. It controls the activities of Canadian Forces attachés and advisers, is the point of contact for foreign military attachés and advisers accredited to Canada, and provides security services to the Department.

Flight Safety Directorate: Makes recommendations and develops programs that will result in the prevention of accidental losses of aviation resources. This function includes identifying hazardous areas of Canadian Forces air operations and support functions, developing and monitoring the flight safety program, reviewing aircraft occurrences for trend analysis, providing educational information, participating in the development of new aviation resources, conducting flight safety surveys at civil contractor facilities, and exchanging flight safety information with other military and civilian agencies for accident prevention purposes.

General Safety Directorate: Responsible for overall development, coordination, and administration of the Department's general safety program and for advising on general safety accident experience, risk and loss control management, and occupational health policy.

Infrastructure Planning and Coordination Directorate: Responsible for coordinating base planning activities within the Department. It prepares base planning guidelines, monitors the implementation of a base development plan, plans for joint use and occupancy of Canadian Forces bases by civil authorities and foreign military powers, provides advice to other staff agencies on base planning matters, and coordinates civil use of military airfields.

Information Holdings

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Assistant Deputy Minister – Communications and Public Affairs

Exhibitions and Displays

Description: Information on Department and Canadian Forces participation in national and international exhibitions, air shows, mobile theatres, and Armed Forces Day. ***Program Record Number:*** DND ISD 060

Information Services

Description: This class covers aspects of information and public affairs activities. *Topics:* Policy; biographies; news releases; press clippings; radio and television; films; photographs; information programs; media visits; ceremonies and celebrations; Armed Forces Day; and national and international public relations activities; as well as administration and general files. ***Program Record Number:*** DND ISD 065

Directorate of Military History

Historical Matters

Description: Specific official and unit histories, access to documents, bilingualism, instructions to historians, printing and distribution, information on annual historical reports and diaries, and the production of official histories. *Topics:* Land environment; air environment; and sea environment. ***Program Record Number:*** DND DMH 070

Military History Document Collections

Description: Information on almost all activities of the Canadian Forces from the early twentieth century to recent times. Beginning dates vary from the turn of the century to the Second World War. *Access:* Subject and accession number, source, author, or title. ***Program Record Number:*** DND DMH 075

Assistant Deputy Minister – Finance

Automated Data Processing

Description: Information on automated data processing standards, base automated data processing program, logistic services, and systems applications. *Program Record Number:* DND MSD 780

Finance and Accounting

Description: Files on the overall financial administration of the Department. *Topics:* Accounting; allotments; financial arrangements and agreement; costing; administration of pay and allowances; and write-offs. *Program Record Number:* DND FSB 765

Integrated Automatic Data Processing System

Description: Information on the system, and files on policy and planning. *Program Record Number:* DND MSD 790

Management Information Systems (Design and Analysis)

Description: Automated management information systems. *Topics:* Automated data processing – general; Annual Automated Data Processing Report and Plan; the personnel management information system; the organization and management of management information systems; the technical services of management information systems; and analysis and design of management information systems. *Program Record Number:* DND MSD 785

Management Services

Description: Information on management consulting services, projects and scales and standards program studies. *Topics:* Management consulting services project reports; scales and standards studies; and advisory services. *Access:* Fiscal year, file number, title of report, client. *Program Record Number:* DND MSD 775

■ Assistant Deputy Minister – Materiel

Accidents – Explosives

Description: Information on accidents and explosive hazards at the Department of National Defence. *Topics:* Accidents – explosives safety; shipboard magazines – explosive hazards; and accident reports. *Program Record Number:* DND WEE 695

Ammunition and Explosives

Description: Information on ammunition and explosives of all calibers, land mines, torpedoes, missiles, pyrotechnics, demolition materials, fuses, design, modification, and storage. *Topics:* Design engineering; maintenance; storage; explosive safety; disposal; technical information; and ammunition restrictions. *Program Record Number:* DND WEE 700

Applied Research

Description: Information on applied research and technology base activities and projects. *Topics:* Military college grants; defence science contracting; surveillance and remote control sensing; and laser technology. *Program Record Number:* DND RDB 725

Canadian Forces Mobile Support Equipment Safety Program

Description: Information on the administration of the Canadian Forces mobile support equipment safety program. *Topics:* Reports, returns and statistics; and competitions and awards. *Program Record Number:* DND TRD 690

Communications – Electronics Systems and Equipment (Engineering and Maintenance)

Description: Correspondence, reports, scaling, and technical information on communications – electronics systems. *Topics:* Telephone and telegraph; teletype and facsimile; radio and television; radio navigation; intercommunication and public address; radar; underwater sound equipment; also components and connectors. *Program Record Number:* DND WEE 660

Construction Engineering

Description: Information on the acquisition, disposal, utilization, and management of real property or interest therein; design and construction of works projects; the maintenance of works and buildings; utilities services; and similar functions within the Department of National Defence. *Topics:* Accommodation; airfields; construction and maintenance; fire prevention; grounds maintenance; heating systems; janitorial services; natural resources management; real property management; acquisition of works and buildings; lettings; disposal; research and development; sanitation services; and utilities. *Program Record Number:* DND CPB 710

Environmental Protection and Pollution Control

Description: Information on environmental protection and pollution control within the Department of National Defence. *Topics:* Air, solid waste disposal, and toxic hazardous waste disposal pollution control; and environmental assessment and review. *Program Record Number:* DND CPB 715

Equipment and Supplies

Description: Correspondence files on various stages of acquisition, life of, and disposal of equipment and supplies. *Topics:* Cataloguing and identification; contract demands; disposal; initial provisioning; issues from and restocking; local purchases; packing, packaging and preservation; recovery, recuperation and salvaging; replacement program; sales, transfers and free issues; scales and tables – Canadian Forces scales; spare parts; stocktaking and inventories; storage and warehousing; supply and demand; and surplus and excess stores. *Program Record Number:* DND SUB 670

Equipment and Supplies (Engineering and Maintenance)

Description: Information pertaining to equipment and supplies being considered for acquisition, in the course of acquisition, or in service within the Canadian Forces. *Topics:* Defects and failures; design and engineering changes; drawings and specifications; maintenance techniques; and modifications and alterations. *Access:* Subject, equipment name, contract number, catalogue number. *Program Record Number:* DND WEE 645

Equipment and Supplies – Military Assistance Program

Description: Information on the military assistance program. *Topics:* Policy; general; Turkish T33 aid program; and Portuguese aid program. *Access:* By country and subject. *Note:* Files on specific supply items or categories of equipment, including communications equipment, are common to all agencies dealing in procurement, engineering, and maintenance, and those agencies responsible for its operational employment. Equipment files are not necessarily identified with a specific operational environment (navy, army or air force). Equipment life-cycle management services are fully integrated and common to all three operational environments. ***Program Record Number:*** DND RDP 760

Equipment and Supplies – Research and Development

Description: Research and development information on equipment and supplies requested by the Department. *Topics:* Research requirements of the Canadian Forces; industrial research and development; and bilateral arrangements for research and development with other countries. ***Program Record Number:*** DND RDB 730

Exports and Imports

Description: Information on Department of National Defence export permits. *Topics:* Policy; applications for export; intelligence and security implications; and reports of export permits. ***Program Record Number:*** DND RDP 750

Food Services

Description: Information on the provision of food services in the Canadian Forces. *Topics:* General; staff visits; and unit returns. ***Program Record Number:*** DND SUB 675

Inventions and Patents

Description: Information on departmental policies on patent administration. *Topics:* Inventions and patents; inventions submitted to the Department; patent applications referred to the Department; patent opinions, validity and infringement; trade mark matters; copyright matters; design matters; and inventions arising from Department contracts. ***Program Record Number:*** DND RSD 740

Logistics Operations

Description: Information on logistic contingency plans and procedures and coordination of logistics aspects of operations. *Topics:* Logistics operations – national and international, logistic policy and doctrine, and logistic systems evaluation. ***Program Record Number:*** DND RSD 745

Machinery, Vehicles, Engines (Engineering and Maintenance)

Description: Correspondence, instructions and technical information on cataloguing and identification, defects, maintenance, repair, and overhaul, and supply and demand. *Topics:* Ship and boat propulsion components; deck machinery; passenger motor vehicles; trucks and truck tractors (wheeled), by type; trailers; combat, assault and tactical vehicles (tracked); engines by type and application; and turbines by type and application. *Access:* Class of main system and type. ***Program Record Number:*** DND WEE 655

Metric System

Description: Information on metric conversion at the Department of National Defence. ***Program Record Number:*** DND RDP 755

Military Clothing and Personal Equipment

Description: Correspondence, reports, scaling, and technical information on military clothing and personal equipment. *Topics:* Flags and pennants; clothing – individual equipment and insignia; outerwear – men's, women's; clothing, special purpose; underwear – men's, women's; footwear – men's, women's; hosiery; and badges and insignia. ***Program Record Number:*** DND WEE 665

National Defence Publications – Production and Distribution

Description: Information on documentation and drawing services (including the design production and management of the Department's publications). ***Program Record Number:*** DND RSD 735

Postal Services

Description: Information on the Canadian Forces postal service. *Topics:* Handling of mail; regulations; postal inspections; special arrangements; and financial operations. ***Program Record Number:*** DND TRD 685

Technical Co-operation Program

Description: Information on co-operation in research and development with defence departments in Australia, New Zealand, Britain and the United States. *Topics:* Guided missiles; undersea warfare technology; electronic devices; military space research; nuclear weapons defence; and behavioral sciences. ***Program Record Number:*** DND RDB 720

Transportation – General

Description: Information on the Department's transportation services. *Topics:* Material; personnel; programming and requirements; rates and tariffs; reports and returns; special flights; systems development; and vehicles. ***Program Record Number:*** DND TRD 680

Weapons and Systems (Engineering and Maintenance)

Description: Correspondence, instructions, and technical descriptions on weapon systems and primary equipment platforms of maritime and air elements, and guns, missiles, and launchers for all environments. *Topics:* Guns by type; launchers; fire control systems; aircraft by type; ships by class and name; and guided missiles. ***Program Record Number:*** DND WEE 650

■ Assistant Deputy Minister – Personnel

Amenities – Canadian Forces

Description: Information on the Canadian Forces amenity programs. *Topics:* Policy; books, magazines, and newspapers; entertainment films; live shows; radio and television; spirits, wine and beer; and tobacco and cigarettes. ***Program Record Number:*** DND PSB 390

Appointments

Description: Information dealing with military appointments. *Topics:* Senior appointments; aides-de-camp; commanders; colonel commandants; colonel of the regiment; and honourary. *Program Record Number:* DND DOC 430

Badges and Insignia

Description: Information dealing with the badges and insignia of the Canadian Forces. *Topics:* Badges and insignia for Canadian Forces; commands; units; branches; ranks; and qualification. *Program Record Number:* DND DOC 410

Bands

Description: Information dealing with bands of the Canadian Forces. *Topics:* Policy; music and songs; regimental marches and calls; organization; and participation in ceremonies. *Program Record Number:* DND DOC 435

Battle Honours

Description: Information dealing with battle honours. *Program Record Number:* DND DOC 415

Canadian Forces Exchange System (CANEX)

Description: Information on the Canadian Forces Exchange System. *Topics:* Organization and management; accounting and finance; communications; facilities; merchandising; operations; personnel; and public support. *Program Record Number:* DND PSB 385

Canadian Forces Personnel Newsletter

Description: Information on the production, distribution, and subjects in the newsletter. *Topics:* Dissemination of information on Canadian Forces personnel matters; letters to the editors; and production and distribution. *Program Record Number:* DND PCA 615

Canadian Forces Physical Education and Recreation

Description: Information on the Canadian Forces physical education and recreation programs. *Topics:* Policy; physical education and recreation – sports; and sports competitions and championships – national and international. *Program Record Number:* DND PSB 395

Canadian Human Rights Act

Description: Policy, guideline, and correspondence files on the relationship between the Canadian Human Rights Act and present and former military personnel or civilian employees of the Department of National Defence. *Program Record Number:* DND PCA 605

Careers

Description: Information dealing with career matters of Canadian Forces personnel. *Topics:* Careers, officers; career development program, other ranks; and careers, men. *Program Record Number:* DND CSA 520

Ceremonies, Celebrations

Description: Information dealing with participation, by the Department of National Defence, in ceremonies and celebrations. *Topics:* Ceremonies and celebrations; centennials; and observance of special days. *Program Record Number:* DND DOC 420

Chaplain Services – Protestant

Description: Information on chapel and religious activities conducted for, or on behalf of, Canadian Forces personnel and their dependants. *Topics:* Protestant denominations; religious administrations; moral and religious training; chapel offerings; stewardship; and Sunday school mission project. *Program Record Number:* DND CGP 470

Chaplain Services – Roman Catholic

Description: Information on church and religious activities conducted for, or on behalf of, Canadian Forces personnel and their dependants. *Topics:* Chancery activities, religious services, religious training, parish organization and administration, pastoral activities, liturgy, religious education, vocations, moral issues, schools, chapels, ecclesiastical equipment, pilgrimages, ecclesiastical terms of reference command, base and officiating chaplains, ecclesiastical monthly reports, and ecumenism. *Program Record Number:* DND CRC 485

Chaplain Training – Protestant

Description: Information on training conducted to increase the effectiveness of chaplains and lay leaders in their ministry to Canadian Forces personnel and their dependants. *Topics:* Advanced chaplain courses; refresher courses; professional training including lay leadership and post-graduate studies; reserve chaplain courses; and junior and middle management courses. *Program Record Number:* DND CGP 475

Chaplain Training – Roman Catholic

Description: Information on the training of chaplains and seminarians to perform religious activities on behalf of Canadian Forces personnel and their dependants. *Topics:* Military training; indoctrination courses; special courses; orientation courses; and reserve officer training. *Program Record Number:* DND CRC 480

Civilian Personnel – Employee Training

Description: General guidelines and correspondence files on civilian training within the Canadian Forces. *Topics:* Employee training and development; apprenticeship training; training agreements; annual training and development review reporting; and civilian training study. *Program Record Number:* DND RET 380

Civilian Personnel Services

Description: Information on the administration of the Department's civilian personnel activities. *Topics:* General information; general administration; financial administration; staffing; classification; compensation and benefits; staff relations; superannuation; human resources (planning and training); forms and records; career development; casual labour program; collective bargaining courses; industrial relations and compensation; management trainee program; and manpower. *Program Record Number:* DND CPS 600

Classification Revision Program

Description: General correspondence and document files on the classification audit program. *Topics:* The revision of classification standards and internal classification studies; the Classification Policy Manual; monthly classification activity reports; classification of civilian personnel positions in the Canadian Forces Europe; classification grievances; and the classification audit program. *Program Record Number:* DND CLD 590

Colours, Flags

Description: Information dealing with colours and flags. *Topics:* Flags; pennants; colours; devices; and accessories. *Program Record Number:* DND DOC 425

Dental Treatment Services

Description: Information on policy and statistics, and general information on provision of dental care in the Canadian Forces dental services. *Topics:* General policies; entitlement to dental treatment of military and civilian personnel; dental care delivery system; reports and returns; statistical analysis of treatment programs; research and development; and dental treatment accounts and costing. *Program Record Number:* DND DSD 505

Documentation and Records

Description: Information on the requirement for documentation and records for Canadian Forces personnel. *Topics:* Records of service; documents; trade qualification records; statement of ordinary residence; release documentation; certificates; personal documents required for records and pension purposes; and unit employment records. *Note:* See also banks DND PPE 837 and DND PPE 838 in the Personal Information Index. *Program Record Number:* DND PCA 630

Documentation and Records – Medical

Description: Information dealing with medical documentation and records, and their release. *Topics:* Medical dental records. *Access:* See also bank DND PPE 810 in the Personal Information Index. *Note:* Permission of individual concerned is required. *Program Record Number:* DND SGB 490

Dress Instructions

Description: Information on dress regulations and clothing requirements in the Canadian Forces. *Topics:* Ceremonial; environmental; women personnel; design; officers; other ranks; and special purpose. *Program Record Number:* DND DOC 440

Education of Children of Members of the Canadian Forces

Description: Information on the provision of education and facilities at the elementary and secondary levels within Canada and abroad. *Topics:* Overseas (schools); teachers' recruitment and nomination (overseas schools); financial; reports and statistics; non-resident school fees (Canada); and teachers' salaries (in Canada). *Program Record Number:* DND DEP 465

Employment

Description: Information on the employment of personnel in the Canadian Forces. *Topics:* Military employment of personnel resources; and military reserves employment. *Program Record Number:* DND MUD 565

Engagement and Re-engagement

Description: Information dealing with engagement and re-engagement of Canadian Forces personnel. *Topics:* Policy; extension of service; vested rights; and liability to serve. *Program Record Number:* DND CSA 525

Enrolment and Recruiting

Description: Information dealing with enrolment and recruiting within the Canadian Forces. *Topics:* Recruiting advertising; enrolment enquiries for Canadians, aliens, and officer applicants, and for regular officer training plan; enrolment applications for officer candidate training plan and for females. *Program Record Number:* DND RET 375

Exchanges, Loans and Secondments

Description: Information on the administration of personnel exchanges, loans, and secondments. *Topics:* United Nations; Commonwealth nations; allied nations; and other government departments. *Program Record Number:* DND MUD 570

Financial Benefits – Pay and Allowances

Description: Information on policies and programs for military compensation, allowances, and personnel benefits, as related to comparable benefits available to the Public Service. *Topics:* Pension deductions; contributions and deferred pay; pay allotments and remittances; fines; forfeitures and deductions; transportation and travelling expenses; and miscellaneous entitlements and grants. *Program Record Number:* DND CBD 460

Honours and Awards

Description: Information on honours and awards. *Topics:* Honours; awards; citations; commendations; medals; and decorations. *Program Record Number:* DND DOC 445

Industrial Relations and Compensation

Description: Information on military compensation and benefits in relation to comparable benefits available outside the military. *Program Record Number:* DND CBD 455

Language Training

Description: Information on language training in the Department. *Program Record Number:* DND OLD 640

Manpower

Description: Information on manpower programming. *Topics:* Strength and attrition forecasts – officer training plans; men; enrolment program; financial control program; computer support manning programs; ceilings; manpower requirements (civilian and military); and manning priorities. *Program Record Number:* DND MUD 575

Medical, Dental and Veterinary Equipment and Supplies

Description: Information on the cataloguing, purchasing, storage, disposal, and quality control of medical, dental, and veterinary equipment and supplies. *Topics:* Medical, dental and veterinary equipment and supplies; drugs, biologicals, and official reagents; medicated cosmetics and toiletries; surgical dressing materials; medical and surgical instruments and supplies; dental instruments, equipment, and supplies; X-ray equipment and supplies – medical, dental, and veterinary; hospital furniture, equipment, utensils, and supplies; hospital and surgical clothing and textile special-purpose items; optician's instruments, equipment, and supplies; medical sets, kits, and outfits; instruments and laboratory equipment. ***Program Record Number:*** DND SGB 500

Medical Services

Description: Files contain more detailed expansion of the policy, guidelines and procedures as outlined in medical orders, plus correspondence on medical care and treatment. *Topics:* Medical plans and services; anatomy and physiology; medical care and attendance; bacteriology; blood and blood derivatives; cardiology; diseases and conditions; diseases and conditions – tuberculosis, venereal diseases; employment of civilian doctors and nurses; examinations and standards; hearing; human resources and military psychology; hygiene and sanitation; hygiene and sanitation – industrial, pest control; laboratory services; medicine; medicine – aviation, nuclear, bacteriological and chemical warfare, submarine, climatic, diving; nutrition; psychiatry; medical publications; radiation selection and protection; radiology; reports, returns and statistics; research; surgery; and vision. ***Program Record Number:*** DND SGB 495

National Defence Public Service Communiqué

Description: Information on the production, distribution, and subjects in the Communiqué. *Topics:* Dissemination of information on civilian personnel matters; letters to the editor; and production and distribution. ***Program Record Number:*** DND PCA 620

Non-Commissioned Members

Description: Information on ranks and rank structure of the Canadian Forces. *Topics:* Ranks, general; ranks, qualifying examinations; and rank structure. ***Program Record Number:*** DND CSA 535

Non-Public Funds – Canadian Forces

Description: Information on Canadian Forces non-public funds. *Topics:* Canadian Forces central funds; benevolent – welfare – trust and assistance funds; and public support to non-public funds. ***Program Record Number:*** DND PSB 400

Officer Classification Structure

Description: Information on the officer classification structure. *Topics:* Environment (land, sea, air); revenues; and classification specifications. ***Access:*** Military occupation code (MOC) numbers. ***Program Record Number:*** DND MUD 560

Officer Development

Description: Information on officer development, education, training, and commissioning requirements. *Topics:* Officer professional development program; the granting of degrees; post commissioning – general; entry and initial training; staff courses – general; and staff college training requirements. ***Program Record Number:*** DND PDB 365

Officer Production

Description: Information on the policies and procedures for the production of officers. *Topics:* Regular officer training plan; officer candidate training plan; and the admission of women to military colleges. ***Program Record Number:*** DND PDB 350

Official Languages

Description: Information on the administration of the Department's official language plans. *Topics:* Official languages; civilian requirements; military requirements; and departmental official language plan. ***Program Record Number:*** DND OLD 635

Personnel Dental Records

Description: Dental fitness and treatment records. *Topics:* Assessment of dental fitness; condition on enrolment; record of dental conditions and past dental treatment; brief medical questionnaire. ***Access:*** Files arranged by name, rank and social insurance number. See also bank DND PPE 811 in the Personal Information Index. ***Note:*** Permission of individual concerned is required. ***Program Record Number:*** DND DSD 510

Personnel Insurance

Description: Information on policies and procedures for hospital and medical benefits to dependants of military personnel. *Topics:* Hospital and medical; medicare; service income security insurance plan; etc. ***Program Record Number:*** DND CBD 450

Personnel Management Information Systems

Description: Information on the personnel management information systems. *Topics:* Policy; automated system design, development, evaluation, and modifications; sub-systems; system input; data elements and codes, military occupation and specialty qualifications; system output; quality control; personnel management and personnel-related information systems; training management information system; and long-term personnel information project. ***Program Record Number:*** DND PCA 625

Personnel Selection

Description: Information on personnel selection policies and standards. *Topics:* Personnel selection policies and standards; research and development of standards for selection of personnel; second career assistance network; attitude surveys; leadership assessments; non-commissioned officer selection; and commissioning plans selection standards. ***Program Record Number:*** DND PDB 355

Personnel Studies

Description: Studies on personnel development research. *Topics:* Various departmental studies on personnel (civilian and military) such as premature release, aircrew – future requirement (1976), and others. ***Program Record Number:*** DND PDB 360

Position Classification

Description: Files on job descriptions, organizational charts, rationales on job evaluation, on-site review reports, grievance reports, and job ratings. ***Program Record Number:*** DND CLD 595

Postings

Description: Information on postings and transfers of Canadian Forces personnel. *Topics:* Policy; postings, officers; postings, other ranks; posting orders and instructions; and postings, temporary duty to courses. ***Program Record Number:*** DND CSA 515

Privacy Act

Description: Information on the Privacy Act with respect to present and former military personnel or civilian employees of the Department of National Defence. *Topics:* Privacy Act – policy; information banks; statistical returns; complaints and investigations; and enquiries. ***Program Record Number:*** DND PCA 610

Promotions

Description: Information on promotions of Canadian Forces personnel. *Topics:* Promotions, officers; and promotions, other ranks. ***Program Record Number:*** DND CSA 530

Qualifications

Description: Information on the qualifications of officers and other ranks. *Topics:* Qualifications; requirements; officers and other ranks. *Access:* military occupation code (MOC) numbers. ***Program Record Number:*** DND MUD 580

Releases

Description: Information on releases of Canadian Forces personnel. *Topics:* Policy; officers; and other ranks. ***Program Record Number:*** DND CSA 540

Remustering of Tradesmen

Description: Information on the remustering of Canadian Forces personnel. ***Program Record Number:*** DND CSA 545

Retirement

Description: Information on retirement of Canadian Forces personnel. *Topics:* Policy; premature retirement; and compulsory retirement. ***Program Record Number:*** DND CSA 550

Service Personnel – Occupational Analysis

Description: Information on miscellaneous aspects of service personnel activities. *Topics:* Officers; and other ranks. *Access:* Military occupation code (MOC) numbers. ***Program Record Number:*** DND MUD 555

Trade Evaluation and Structure

Description: Information on trade evaluation structure and specifications. *Access:* Files arranged by military occupation code (MOC) numbers. ***Program Record Number:*** DND MUD 585

Training – General

Description: Information on policy guidelines for coordinating training development activities in the Canadian Forces. *Topics:* Basic training; courses in-service; courses out-service; management training; post-graduate training; and training technology. ***Program Record Number:*** DND RET 370

Welfare

Description: Information dealing with the Canadian Forces Welfare Program and Services. *Topics:* Financial counselling, and social work services. ***Program Record Number:*** DND PSB 405

■ Assistant Deputy Minister – Policy

Defence Programming

Description: Information on the planning, programming, budgeting, and managing of the defence services program. *Topics:* The control and identification of all defence activities. ***Program Record Number:*** DND DPB 125

Establishment and Official Position List

Description: Policy guidance, procedures, and correspondence files dealing with Canadian Forces establishments and the civilian official position list. *Topics:* Canadian Forces establishments (monthly and quarterly establishment recapitulations); civilian official position list; on-site manpower evaluation reports. ***Program Record Number:*** DND OMD 160

Forecasts of Expenditures

Description: Information on government expenditures and the expenditure management system. *Topics:* Forecasts of expenditures for all defence services program activities. ***Program Record Number:*** DND DPB 130

Manpower Standards

Description: Policy guidance, procedures, and correspondence files dealing with manpower standards and establishment criteria. *Topics:* Manpower standards and establishment criteria. ***Program Record Number:*** DND OMD 165

NATO

Description: Information on the North Atlantic Treaty Organization. *Topics:* NATO agreement; NATO committees; NATO defence measures and plans; NATO mutual aid; NATO organization and establishment; and NATO defence review. ***Program Record Number:*** DND PPB 145

Operational Research and Analysis

Description: Correspondence files on the preparation of programs, war game rules and techniques, concepts of operation, and strategic studies. *Topics:* Operational research – land, maritime, air; and research analysis of logistics, manpower, mathematics, and statistics (social, economic, and strategic. ***Program Record Number:*** DND ORA 150

Organization

Description: Information on departmental organization structure and Canadian Forces Organization Orders. *Topics:* Organization policy and procedures; Canadian Forces Organization Orders; and unit identification codes. *Program Record Number:* DND OMD 155

Policy Planning with External Agencies (Canadian and Foreign)

Description: Information on the integration of all external (international) operations conducted by government, and liaison with foreign agencies regarding UN operations. *Topics:* Integration of government external operations; United Nations; policy; peacekeeping; and International Peace Academy. *Program Record Number:* DND PPB 140

Strategic Assessment

Description: The Department of National Defence strategic assessment files dealing with the study of international political, economic, and military events and trends. *Program Record Number:* DND PPB 135

■ Chief Review Services Branch

Auditing

Description: Correspondence on departmental auditing programs. *Topics:* Limited dividend housing; progress reports; special investigations; functional audit program; professional practices; and systems development reviews. *Program Record Number:* DND FSB 770

■ Deputy Chief of the Defence Staff

Air Defence

Description: Information on air defence as it applies to North America. *Topics:* Movement of aircraft; detection and tracking; and deployment of aircraft. *Program Record Number:* DND ADO 230

Air Doctrine and Operations

Description: Information on various modes of employment of air vehicles in both the combat and support role. *Topics:* Aerial, tactical and reconnaissance operations; flying rates; ejection; bail-out and parachuting procedures; and doctrine development. *Program Record Number:* DND ADO 235

Air Regulations – Infractions

Description: Information on security identification zones, air regulations in general, and investigation of infractions. *Program Record Number:* DND ADO 240

Air Traffic Control

Description: Information on matters related to air traffic control, mainly on a day-to-day basis in a peacetime environment. *Topics:* Control of airways; zones; and military flying areas. *Program Record Number:* DND ADO 245

Air Training

Description: Information on air training in general. *Topics:* Training flights; flying boats; parachuting; aircrew; packer rigger; weapons instructor; and meteorology, air operational, search and rescue. *Program Record Number:* DND ADO 290

Air Weapons Safety

Description: Information on air weapons safety in general, as well as policy and investigations of accidents and incidents. *Program Record Number:* DND ADO 250

Appointments – Colonel Commandant

Description: Information on the appointment and activities of colonel commandants for branches of the Canadian Forces. *Program Record Number:* DND LDO 220

Appointments – Colonel of the Regiment

Description: Information on the appointment and activities of colonels of the regiment of the Canadian Forces regiments. *Program Record Number:* DND LDO 225

Auxiliary Fleet Administration

Description: Correspondence on the administration of the auxiliary fleet. *Topics:* General administration; docking and undocking reports; finance and accounting; replacement program; equipment; and personnel. *Program Record Number:* DND MDO 170

Cadets

Description: Information on the administration, organization, and establishment of cadet corps and schools, cadet training courses, and cadet exchanges. *Topics:* Cadets; and Cadets – Air, Army, Sea. *Program Record Number:* DND RCD 340

Canadian Forces Commitments to the United Nations

Description: Canadian Forces commitments to United Nations operations and plans. *Topics:* United Nations Truce Supervisory Organization; United Nations Forces in Cyprus; and United Nations Disengagement Observer Force. *Program Record Number:* DND MPO 305

Command and Control – Sea

Description: Correspondence on the various maritime systems, generically called command and control systems, which are concerned with the collection, evaluation, display, and dissemination of tactical information to permit effective command of a force at sea. *Program Record Number:* DND MDO 180

Command and Control Systems – Land

Description: Information on development and user input to command and control system, development of operational concepts and organization for the land forces, and combat development in Canada. *Program Record Number:* DND LDO 205

Communications and Electronics

Description: Information dealing with communications and electronics in the Canadian Forces. *Topics:* Air traffic control systems; air transportable system; automated data processing (ADP) system; electronic warfare; fixed communications; frequencies; fleet communications; navigation aids; and radar. *Program Record Number:* DND MCE 325

Communications Equipment

Description: Correspondence and directives dealing with the procurement and distribution of certain electronics equipment. *Topics:* Communications security equipment and components; and electronic warfare equipment. *Program Record Number:* DND MCE 335

Domestic Operational Plans

Description: Current national plans dealing with domestic emergencies of military or civil nature. *Topics:* Aid to other federal departments; aid to civil powers, armed assistance, etc; domestic emergency plans; emergency planning; and mobilization planning. *Program Record Number:* DND MPO 300

Flight Information

Description: Notices to airmen, danger and restricted areas, and annual air facility description. *Topics:* International Civil Aeronautical Organization; publications; and aeronautical charts. *Program Record Number:* DND ADO 255

Instructional Material

Description: Instructional pamphlets, books, manuals, etc. resulting from the development of land doctrine. *Program Record Number:* DND LDO 210

Land Environment

Description: Information on the British Army Training Conference (training in Canada) and British exercises in Canada. *Program Record Number:* DND LDO 215

Land Mines

Description: Information on land mines and land mine warfare in the Canadian Forces and allied armies. *Topics:* Anti-tank mines; anti-personnel mines; off-route mines; scatterable mine systems; mine countermeasures; mine dispensing equipment; and mine detection. *Program Record Number:* DND MEO 315

Mapping and Charting

Description: Information on mapping and charting at the Department of National Defence. *Topics:* Requirements; formal agreements; operational developments; and requests and issues. *Program Record Number:* DND MEO 310

Maritime Collisions

Description: Correspondence and reports on collisions at sea. *Topics:* Groundings; berthing incidents; and mishaps. *Program Record Number:* DND MDO 175

Maritime Defence

Description: Correspondence on maritime defence. *Topics:* Defence of ships; utilization of government-owned vessels during emergency or war; torpedo counter-measures; maritime forces deployment; maritime defence in the Arctic; security of Canadian ports, internal waters, and shipping. *Program Record Number:* DND MDO 185

Maritime Operations

Description: Correspondence on maritime operations. *Topics:* Employment of maritime forces; ships' movement reporting system; naval gunfire support; operational readiness; and International Commission on North Atlantic Fisheries – fisheries patrols. *Program Record Number:* DND MDO 190

Maritime Operations – Contingency

Description: Correspondence on maritime contingency operations. *Topics:* Civil direction of shipping; naval control of shipping; naval officer-in-charge organization; and fisheries emergency control organization. *Program Record Number:* DND MDO 195

Meteorology

Description: Information on all aspects of meteorology in the Canadian Forces, mainly from an organizational and administrative point of view. *Topics:* Communications; publications; secondment of personnel; forecasting; and observing. *Program Record Number:* DND ADO 260

Military Engineering Training

Description: Information on military engineering training in the Canadian Forces. *Topics:* General; officers; civilians; field engineers; structures; mechanical; and fire prevention. *Program Record Number:* DND MEO 320

Nuclear, Biological and Chemical Defence

Description: Information on the Canadian Forces defence to nuclear, biological, and chemical threats as it relates to training and equipping the Canadian Forces. *Topics:* Equipment; and nuclear, biological and chemical training. *Program Record Number:* DND MPO 295

Nuclear Weapons

Description: Information on policy and various administrative procedures and understandings that pertain to the control of nuclear weapons. *Topics:* Administration; accidents and incidents; field activities; safety; storage; and supplementary arrangements. *Program Record Number:* DND ADO 265

Operational Equipment Requirements – Air

Description: Information on various air-related equipment requirements including air vehicles, ground support equipment, and some ground installations. *Topics:* Tactical requirement; ground support; and training requirement. *Program Record Number:* DND ADO 285

Organization (Army)

Description: Information on development of force structure and unit establishments. *Topics:* Units and formations. *Program Record Number:* DND LDO 200

Overflights

Description: Information on overflights of Canada by aircraft of various nations under various circumstances; also overflights of other countries. *Program Record Number:* DND ADO 270

Reserves

Description: Information on the administration, training, doctrine for employment, operation, structure and development, and equipment acquisition for the Reserves. *Topics:* Reserves general administration; policy; and equipment policy for the Reserves. *Program Record Number:* DND RCD 345

Search and Rescue

Description: Information on virtually all aspects of search and rescue as it pertains to the Department of National Defence. *Topics:* Aircraft; marine; missing persons; and mercy flights. *Program Record Number:* DND ADO 275

Training and Employment

Description: Files dealing with the training and employment of communications personnel in the Canadian Forces. *Topics:* Communications training, including security; electronic warfare; communications officer training and employment; and employment of communications personnel. *Program Record Number:* DND MCE 330

Warfare – Anti-submarine

Description: Information on systems and techniques employed in anti-submarine warfare. *Topics:* Detection systems; and sound surveillance. *Program Record Number:* DND ADO 280

■ Executive Secretariat Division

Incentive Award Plan

Description: Information on the administration of the Department's incentive award plan. *Topics:* Suggestion, merit, long service, and outstanding achievement award programs. *Note:* Permission of individual to whom the award was made is required. *Program Record Number:* DND ESD 045

Office Services Administration

Description: Information on administrative services. *Topics:* Correspondence management; library services; records management; transcribing and typing services; duplicating services; and parking. *Program Record Number:* DND ESD 055

Regulations and Orders

Description: Information on regulations and orders in the Department. *Topics:* Queen's Regulations and Orders for the Canadian Forces; and Canadian Forces Administrative Orders. *Program Record Number:* DND ESD 050

■ Judge Advocate General

Accidents – Mobile Equipment

Description: Information on Department mobile equipment accidents involving possible liabilities by or for the Crown. *Topics:* File on each accident. *Access:* By subject and motor vehicle number. *Note:* Permission of individual involved in particular accident or Department vehicle number required. *Program Record Number:* DND JAG 005

Claims

Description: Information dealing with the administration of a claims section and with claims by and against the Crown. *Topics:* Claims – general, by and against the Crown, and against NATO countries; ministerial compensation for loss or damage; and contract settlement. *Note:* Permission of individual to whom claim applies is required. *Program Record Number:* DND JAG 010

Discipline – Courts Martial

Description: Information on the administration of Department of National Defence Courts Martial. *Note:* Permission of individual to whom the Court Martial refers is required. *Program Record Number:* DND JAG 035

Legal Matters

Description: Information on settlements pertaining to legal matters. *Topics:* General; lease termination liability; citizenship; Department of National Defence personnel testifying as witnesses; military courts; civil courts; Broadcast Musical Industries Canada Ltd. performing right fees; liability for loss and damage; non-military use of Canadian Forces trade marks, designs, titles, names, uniforms; application for incorporation; employment of civilian counsel – drivers of Department vehicles outside Canada; attendance at judicial proceedings; affidavits and statutory declarations; federal role in law enforcement in Canada; research projects, law, Judge Advocate General; and legal opinions, Judge Advocate General. *Program Record Number:* DND JAG 015

Legislation

Description: Information on legislation and legislative acts related to the Department. *Topics:* Legislative acts; and Canadian Forces Superannuation Act. *Program Record Number:* DND JAG 020

Municipal Taxes and Charges

Description: Information on the administration of Department of National Defence municipal taxes and charges. *Topics:* General correspondence on municipal taxes and charges. *Program Record Number:* DND JAG 040

Politics

Description: Information on elections in relation to Canadian Forces electors, public service electors, and dependent electors. *Program Record Number:* DND JAG 025

Treaties, Pacts and Agreements

Description: Information on the administration, by the Department of National Defence, of treaties, pacts and agreements. *Topics:* Treaties, pacts, agreements. *Program Record Number:* DND JAG 030

■ Vice Chief of Defence Staff

Accident Prevention and Safety

Description: Information dealing with the administration of the Department's general safety program. *Topics:* Standards and precautions; and occupational health and safety. *Program Record Number:* DND GSD 100

Accident Prevention Training

Description: Information on the administration of the Department's general safety training program. *Topics:* Supervisor's safety; safety management; and management and occupational health training courses for military and Department civilian personnel. *Program Record Number:* DND GSD 110

Aircraft Accidents

Description: Correspondence relating to general policy concerning aircraft accidents, investigations, and summaries of accidents in the Canadian Forces and other countries, replies to requests by the public for information, and aircraft salvage and wreckage recovery. Files on each aircraft in the Canadian Forces inventory contain reports of accidents and incidents to that aircraft. *Topics:* Aircraft accidents – general; returns and summaries; aircraft of other countries; investigations; Canadian Forces and Transport Canada coordination; and salvage and wreckage recovery. *Note:* Aircraft designator and serial number required. *Program Record Number:* DND FSD 090

Aircraft Flight Safety

Description: Correspondence dealing with general policy, guidelines, bulletins, posters, publications, awards, operational hazards and foreign object damage associated with flight safety. *Topics:* Statistics; industrial flight safety surveys; and bird hazards. *Program Record Number:* DND FSD 095

Base Planning

Description: Information on base planning and development. *Topics:* Base closures; base consolidations; and base openings. *Program Record Number:* DND IPC 115

Intelligence

Description: Information dealing with intelligence information for the use of the Department. *Topics:* Intelligence requirements; briefing; production; facilities; studies; and publications, plans, and analyses. *Program Record Number:* DND MIS 080

Request for use of National Defence Facilities

Description: Information on the civil use of Department of National Defence aerodromes. *Topics:* Requests; authorization; and coordination. *Program Record Number:* DND IPC 120

Safety Standards

Description: Information on general safety standards and precautions. *Program Record Number:* DND GSD 105

Security

Description: Information on security, education, and information within the Canadian Forces. *Topics:* Security in an emergency; internal security operations; security education (policy, bulletins, posters); briefings (by country); security information systems (research and development); physical safeguards; release of information (by country); technical security inspections; security of installations (bases/units); security of personnel training; and counter-intelligence. *Program Record Number:* DND MIS 085

Personal Information Banks

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■ Judge Advocate General

Accidents – Mobile Equipment

Description: This bank contains liability data and settlements and covers civilian, military personnel and the public. Records are accessible by providing full name, date of accident, the Canadian Forces Registration number of National Defence vehicle and date claim settled. *Class of Individuals:* Civilian employees, military personnel and the public. *Purpose:* The purpose of this bank is to document claims by or against the Crown as the result of motor vehicle traffic accidents involving National Defence vehicles. *Retention and Disposal Standards:* Records are retained for the following periods: Claims under $100 – one calendar year after final action; claims under $1,000 – two calendar years after final action; claims over $1,000 – seven calendar years after final action; and unsettled claims one year after statutory limitation becomes effective. Records are transferred to National Personnel Records Centre, National Archives of Canada, where they are placed in data bank PAC PCE 716. *TBS Registration:* 000162 *Bank Number:* DND PPU 005

Claims – Bodily Injuries

Description: This bank contains names, addresses, nature of claim, medical records, opinions, etc. for civilian and military personnel and the general public who have registered claims for bodily injury; also names, addresses, nature of claim, opinions, etc. for civilian and military personnel who were driving National Defence vehicles at a time when they were involved in incidents giving rise to litigation, requiring their representation by legal counsel in court. Records are accessible by providing full name and year of claim. *Class of Individuals:* Civilian employees of National Defence, military personnel and the general public. *Purpose:* The purpose of this bank is to document settlements pertaining to claims against the Crown for bodily injuries and requests for provision of legal counsel at public expense for drivers of National Defence vehicles when involved in criminal or civil litigation. *Retention and Disposal Standards:* Records are retained for five calendar years after settlement of claims and one year after statutory limitation becomes effective in the case of unsettled claims. Records are then transferred to National Personnel Record Centre, National Archives of Canada, where they are placed in data bank PAC PCE 716. *TBS Registration:* 000164 *Bank Number:* DND PPU 015

Claims – NATO Forces in Canada

Description: This bank contains names, addresses, nature of claim, settlement transactions, etc. for civilian and military personnel and the general public registering claims for property and personal damages. Records are accessible by providing full name, place and year of claim. ***Class of Individuals:*** Civilian employees of National Defence, military personnel and the general public. ***Purpose:*** The purpose of this bank is to document claims against the Crown arising out of incidents involving forces of North Atlantic Treaty Organization countries in Canada. ***Retention and Disposal Standards:*** Records are destroyed after the following periods: Claims under $1,000, two calendar years after final action; claims over $1,000, six calendar years after final action; unsettled claims, one year after statutory limitation becomes effective. ***TBS Registration:*** 000165 ***Bank Number:*** DND PPU 020

Claims – Property Damage

Description: This bank contains addresses, nature of claim, settlement transaction, etc. for civilian and military personnel registering claims. Records are accessible by providing full name and year of claim. ***Class of Individuals:*** Civilian and military personnel, the general public. ***Purpose:*** The purpose of this bank is to document settlements against the Crown pertaining to property damages. ***Retention and Disposal Standards:*** Records are retained for two calendar years after the settlement of claims under $1,000, for seven years after the settlement of claims over $1,000 and, in the cases of unsettled claims, for one year after statutory limitation becomes effective. Files are then transferred to National Personnel Record Centre, National Archives of Canada, where they are placed in data bank PAC PCE 716. ***TBS Registration:*** 000163 ***Bank Number:*** DND PPU 010

■ Assistant Deputy Minister – Personnel

Enrolment Bank – Applicants

Description: This bank contains all enrolment applications, documentation, personal and education histories and records of acceptance or rejection decisions. Files cover approximately 50,000 applicants annually. Records are accessible by providing full name, identification number, either applicant number or service number if unknown, home address at time of application and date of birth required the year of the application, geographical location of the Recruiting Centre and any specific tests such as Aircrew selection tests (if applicable). ***Class of Individuals:*** Applicants for enrolment in the Canadian Forces. ***Purpose:*** The purpose of this bank is to maintain for administrative and statistical purposes, a record of all applicants for a service career. ***Consistent Uses:*** Test results and CREW survey statistics are provided to data bank DND PPE 815, and documentation concerning successful applicants is transferred to the appropriate Particular Employee (PE) bank. ***Retention and Disposal Standards:*** Records concerning unsuccessful applicants are destroyed after two calendar years. ***TBS Registration:*** 000166 ***Bank Number:*** DND PPU 025

Staffing Program

Description: This data bank contains records, starting in 1989, of applicants for trades at Ship Repair Unit (A). The bank consists of information taken from PSC 3000, application for Employment Form which includes applications, supporting documents, trade tests results, screening information, staffing board results. ***Purpose:*** This bank exists in accordance with the Public Service Employment Regulations to provide for the maintenance of an inventory of candidates who have applied for employment in the Public Service of Canada in Ship Repair Unit trades in Halifax. ***Consistent Uses:*** This bank is used to identify applicants suitable for referral and appointments to positions in Ship Repair trades at Ship Repair Unit (Atlantic). The information is used for retrieval of statistics about the inventory and staff competitions. ***Retention and Disposal Standards:*** Records have been maintained since 1989 and are destroyed two years after being removed from the inventory. ***TBS Registration:*** 002764 ***Bank Number:*** DND PPU 065

■ Personnel Coordination

Canadian Human Rights Act – Discrimination

Description: This bank contains individual complaints and inquiries lodged under the provisions of the Canadian Human Rights Act – Part III. Records in this bank contain details of complaints including the results of both departmental and Canadian Human Rights Commission investigations, case analyses, conciliation reports and judicial processes. Records are retrievable by providing full name, year of complaint and the proscribed ground under which the complaint was made. ***Class of Individuals:*** Civilian employees of National Defence, military personnel and the general public. ***Purpose:*** Records are used for processing of complaints to determine liability and, where necessary, for review and amendment of departmental policies and practices. They are also utilized for the compilation of statistical data. ***Retention and Disposal Standards:*** Records are retained for 10 years after last administrative action. Records are then destroyed. ***TBS Registration:*** 000168 ***Bank Number:*** DND PPU 035

Privacy

Description: Records in the bank consist of access request and correction request forms submitted by individuals requesting access to and correction or notation of their files, the replies to such requests and information related to their processing. Records are used for processing such requests only, and to report on the number of requests received annually. Records are accessible by providing full name, year of request and Personal Information Bank number. ***Class of Individuals:*** Civilian employees of National Defence, military personnel and the general public. ***Purpose:*** This bank provides a complete record of request activity pertaining to the Privacy Act. ***Retention and Disposal Standards:*** Files are destroyed after two calendar years. ***TBS Registration:*** 000167 ***Bank Number:*** DND PPU 030

Communications Security Establishment

Foreign Intelligence Files

Description: This bank contains personal information relating to sensitive aspects of Canada's international relations, security and defence. This bank is designated by the Governor-in-Council as an exempt bank pursuant to section 18(1) of the Privacy Act, on the basis of section 21 of the Act. ***Class of Individuals:*** General public. ***Purpose:*** This information is used to advise the government with respect to international affairs, security and defence. ***Retention and Disposal Standards:*** Information in this bank will be held indefinitely. ***TBS Registration:*** 002052 ***Bank Number:*** DND PPU 040

Assistant Deputy Minister – Materiel

Ergonomists Information Bank

Description: This bank reflects not only the ergonomic resources available but also the skills and specific experience applicable to the persons listed in the bank. Records are accessible by providing full name and address. ***Class of Individuals:*** Professional ergonomists. ***Purpose:*** The purpose of this bank is to maintain a record of professional ergonomists (human factor engineers) offering their services in Canada as contractors and subcontractors. The bank is used to aid National Defence in contracting and subcontracting ergonomic expertise and also indicates those areas where expertise is lacking thus indicating where appropriate training and education might be arranged. ***Retention and Disposal Standards:*** Computer records have been removed and archived. A printed report of the survey results is maintained and amended, as required. The record will be destroyed two years after the last administrative use. ***TBS Registration:*** 000169 ***Bank Number:*** DND PPU 045

National Search and Rescue Secretariat

Search and Rescue Information System (SARIS)

Description: This bank contains information on search and rescue incidents, missing persons searches, medical evacuations and civil aid request which have occurred in Canada's area of responsibility since 1988. It may include data such as names, addresses, aviation and marine licensing, qualifications on experience and vehicle ownership, etc. in addition to operational information on each incident, for persons who were assisted and for persons who were otherwise involved. ***Class of Individuals:*** Members of the general public who were the objects of a search. ***Purpose:*** The purpose of the SARIS is to provide the information necessary to manage the National Search and Rescue Secretariat (NSS) and to assist the operational response to incidents. Data may be linked to DOT vessel and aircraft registration data bnaks during the course of rescue operations. ***Consistent Uses:*** Persona data may be used during course of responding to distress incidents, missing persons cases, medical evacuations and requests to aid civil authorities. ***Retention and Disposal Standards:*** Data are retained indefinitely at the NSS, Ottawa for statistical purposes. ***TBS Registration:*** 000224 ***Bank Number:*** DND PPU 050

Vice Chief of the Defence Staff

Intelligence and Security Records

Description: This bank contains information on individuals and organizations whose activities may have been suspected, on reasonable grounds, of constituting a threat to DND personnel, information or material, at home or abroad. Such activities include espionage, sabotage, subversion and terrorism. This bank also contains information on organizations and individuals whose activities may be detrimental to the interests of Canada and may result in a request to DND for Aid of the Civil Power. Records are accessible by providing specific identifiers, such as dates, organizations, events and geographical areas or locations, along with name, initials and social insurance number (not mandatory). ***Class of Individuals:*** Individuals suspected of, or involved in espionage, sabotage, subversion and terrorist activities in Canada and abroad that may have DND security implications. ***Purpose:*** The information in this bank is used for the following reasons: to assess the threat posed to DND security by organizations or individuals engaged in espionage, sabotage, subversions or terrorism; to brief departmental authorities on situations that may result in a request for aid of the Civil Power; to develop policy and provide advice in relation to provisions of the National Defence Act, Queen's Regulations and Orders, Official Secrets Act and the Criminal Code of Canada, respecting activities by individuals or groups that constitute a threat to DND personnel, information or material; and formulate plans or other measures to counter, or respond to, threats to the security of this department during periods of peace and war. ***Consistent Uses:*** Information may be disclosed: to the Canadian Security Intelligence Service (CSIS) for use in the investigation or assessment of the threat to Canada as defined in section 2 of the CSIS Act; to the Attorney General and the appropriate police officials for the investigation or prosecution of an alleged contravention of the law; and to the Security Intelligence Review Committee. ***Retention and Disposal Standards:*** The records in this bank are destroyed after fifty calendar years, however, they may be retained for a longer period if judged to be of archival value or deemed to be of historical value to the Department of National Defence. ***TBS Registration:*** 001968 ***Bank Number:*** DND PPU 060

Reliability/Security Investigation File

Description: This bank contains personal data, such as criminal records, security analyses, investigative reports, credit check reports, related correspondence, notations of the level of security clearance and reliability check granted, and Security Clearance Review Board documentation. Reliability check records apply to pre-employment/employment with the DND and the private sector working under federal government contracts for the DND. This bank contains personal information about the individual, his or her immediate family, the names and comments of past employers, the names and comments of character references, and possibly the names and activities of associates with whom the individual would have contact. Personal information is held on individuals who are or have been the subject of security screening procedures in relation to employment with the DND or the private sector working under federal government contracts for the DND, when access to classified or designated information is a requirement. This information has been obtained to support decisions taken in determining the suitability for a security clearance when an individual will require access to classified information. The reliability check is required to assess the honesty, trustworthiness and discretion of an individual when given access to designated information or government assets; or access to cash, drugs, hazardous or dangerous material, or responsibility for the well-being of persons or control of personnel. Individuals wishing to access only specific information should identify the material desired, to expedite the processing of their requests. Records are filed by surname, initials and date of birth of the individual. However an individual who has been the subject of security screening procedures prior to 1990 must also include his/her social insurance number with the request. ***Class of Individuals:*** Members of the general public and some members of other government departments who have applied for a pre-employment/employment security clearance or reliability check such as contractors for the Department of National Defence. By virtue of the clearance process, personal information may be held on individuals who are not themselves the subject of the security assessment or reliability check. ***Purpose:*** The purpose of this bank is to maintain investigative documentation necessary to assess an individual's loyalty and reliability to Canada from a departmental security clearance viewpoint in order to grant access to classified material and to assess reliability as a condition of employment and for permitting access to designated information or valuable assets. ***Consistent Uses:*** The information in this bank may be used in matters which, on reasonable grounds, may be suspected of constituting threats to the security of Canada or the Department; information may also be used in other lawful investigations. ***Retention and Disposal Standards:*** Records are retained until the individual reaches the age of 67 and, provided there has been no activity in the last two years, destroyed. ***TBS Registration:*** 001967 ***Bank Number:*** DND PPU 055

Manuals

The bilingual publication entitled Defence Canada is published annually by the Department of National Defence. It is designed to provide an overview of current strategic considerations relative to defence planning, and to highlight departmental activities during the preceding year.

Because of the wide range of manuals, regulations and orders used by the Department of National Defence to fulfil its functions, it is impractical to include a complete list of its holdings in this publication. The Department may, on request, provide a list of existing manuals relating to a particular subject or activity.

Legal Services and Executive Secretariat

- Canadian Forces Administrative Orders
- Department of National Defence Administrative and Staff Procedures Manual
- Queen's Regulations and Orders for the Canadian Forces

Military Intelligence and Security

- Security Orders for the Canadian Forces Manual

Flight Safety

- Flight Safety for the Canadian Forces Manual
- Occurrence Investigation Techniques Manual

General Safety

- DND General Safety Precautions Manual
- DND General Safety Program Manual
- DND General Safety Standards Manual

Defence Program

- Defence Program Management Systems Guidance Manual

Organization and Manpower

- National Defence Headquarters Organization Book
- Official Position List
- Organization and Establishment Manuals
- Unit Identification Code Manual
- Volume I – Concept and Policy
- Volume II – Establishment Policy and Procedures
- Volume III – Establishment Criteria

Maritime Doctrine and Operations

- Maritime Commander's Operational Planning Guidance Manual
- Maritime Force Development Guide Manual
- Maritime Strategy Study (1970-2000) Manual

Land Doctrine and Operations

- Army Ammunition Staff Tables
- Army Doctrine Manuals
- Army Field Force Equipment Tables
- Army Field Scales Manual
- Army Future Force Development Manual
- Army Logistics Guide
- Helicopter Operating Instructions (Army) Manual

Air Doctrine and Operations

- Search and Rescue Orders and Procedures Manual

Military Plans and Operations

- Current National Operational Defence Plans
- Nuclear, Biological and Chemical Training Manuals
- Provision of Services to Non-Defence Agencies Manual

Military Engineering Operations

- Engineers in Battle Manual

Military Communications and Electronics

- Land Forces Combat Development Committee – Study on Combat Communications (1986-1995) Manual
- Management of the Radio Frequency Spectrum Manual
- Manuals dealing with the operation and maintenance of communications security equipment and the inventory control of communications security material
- National Defence Frequency List Manual

Reserves and Cadets

- Queen's Regulations and Orders for the Canadian Cadets Organizations
- Training, weapon, and equipment operator'smanuals for the Navy Reserve, Militia Air Reserve, andthe Communication Reserve Personnel Development
- Manual of Recruiting
- Personnel Selection Services Manual

Personnel Services

- Administration and Operation of Physical Education and Recreation Programs Manual
- Canadian Forces Dress Manual
- Canadian Forces Mess Administration Manual
- Policy Manual Governing the Operation of the Canadian Forces Exchange System
- Policy Manual Governing Operation of Personnel Support Programs in the Canadian Forces
- Policy and Procedures Manual for Non-Public Funds Accounting

Protestant Chaplain General

- Chaplain's Handbook
- Contemporary Hymn Book
- Working Resources Manual

Roman Catholic Chaplain General

- Chaplain Handbook (RC)

Medical Services

- Canadian Forces Health Manual
- Canadian Forces Laboratory Manual
- Canadian Forces Medical Orders
- Canadian Forces Medical Service Catalogue of Medical Supplies
- Canadian Forces Pest Control Manual
- Environmental Standards for Canadian Forces Medical Services
- Medical Assistant Manual, Vol. 1, Canadian Forces Medical Services
- Medical Standards for the Canadian Forces Manual

Dental Services

- Canadian Forces Catalogue of Dental Supplies
- Canadian Forces Dental Orders
- Manual of Preventive Dentistry

Personnel Careers and Senior Appointments

- Manual of Personnel Evaluating and Reporting, Officers
- Manual of Personnel Evaluating and Reporting, Other Ranks

Manpower Utilization

- Canadian Forces Manual of Officers' Classification Structure
- Canadian Forces Manual of Other Ranks Trade Structure

Classification

- Manager's Classification Handbook

Civilian Personnel Services

- Civilian Personnel Administrative Orders

Personnel Coordination and Administration Services

- Personnel Management Information System Manual

Official Languages

- Administrative and Staff Procedures (Volume 5)
- Military Terminology – Part one: Military Lexicon; Part two: Military Glossary
- Manual for the Identification of Language Requirements of Military Positions
- Official Languages Plan (Civilian)
- Official Languages Plan (Military)

Weapons Systems and Equipment Engineering and Maintenance

- Defence Program Management Systems Guidance Manual
- Life Cycle Management System Guidance Manual

Supply

- Canadian Forces Catalogue of Materiel
- Canadian Forces Procedures for the Acquisition of Capital Equipment Manual
- Maintainability – Equipment Maintainability Requirements (Land) Manual
- Packaging and Preservation Manual
- Processing of Invoices Manual
- Supply Instructions Manual
- Supply Policy Manual
- Warehousing Manual

Transportation

- Canadian Forces Postal Services Manual
- Drivers' Regulations Manual
- Snow and Ice Control Manual
- The Transportation of Explosives and Other Dangerous Materials by Military @RET = Aircraft Manual
- Transportation Manual

Material Quality Assurance

- Manual of Department of National Defence Quality Assurance Management

Construction and Properties

- Canadian Forces Construction Engineering Manual
- Construction Engineering Technical Orders

Research and Development

- Research and Development Manual

Financial Services

- Cost Factors Manual
- Financial Administration Manual

Audit

- DND Manual of Internal Audit

Management Services

- Automated Data Processing Policies and Procedures Manual
- Manual of Management Consulting Services

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Department and its various programs and functions may be directed to:

Director General
– Information, Liaison and Operations (DIS 3-2)
National Defence Headquarters
101 Colonel By Drive
Ottawa, Ontario
K1A 0K2
(613) 996-2353/2354

Reading Room

A section of the Department's library at National Defence Headquarters has been designated under the Access to Information Act as a public reading room. Its address is:

101 Colonel By Drive,
Ottawa, Ontario.

Because of the security classification and the necessity to continually amend an unusually wide range of technical and training manuals, regulations and orders used by the Department of National Defence to fulfill its functions, it was found impractical to put all 90,000 publications on display. However, a complete list of its holdings is available in the AIA Reading Room and the Department may, on request, provide for viewing a copy of existing manuals relating to a particular subject or activity, provided the material is releasable and sufficient time is allowed to retrieve the publication from the depot.

National Energy Board

Chapter 70

General Information

Background

The National Energy Board (NEB) was created by the National Energy Board Act of 1959.

Responsibilities

The Board has two principal responsibilities under the National Energy Board Act: to regulate specific matters concerning oil, gas and electricity in the public interest (granting authorizations for the export of oil, natural gas, electricity and the construction of international and interprovincial pipelines and international power lines; and setting of tolls and tariffs on pipelines under NEB jurisdiction); and to advise the Government on the development and use of energy resources (keeping under review the Canadian supply of all major energy commodities and the demand for Canadian energy in Canada and in export markets).

Legislation

National Energy Board

- National Energy Board Act, R.S.C. 1985, chapter N-7
- Gas Pipeline Uniform Accounting Regulations, C.R.C. 1978, Vol. XI, chapter 1053, p. 8499
- International Power Line Regulations, C.R.C. 1978, Vol XI,chapter 1054, p. 8595
- National Energy Board Cost Recovery Regulations
- National Energy Board Order No. MO-62-69, C.R.C. 1978, Vol. XI, chapter 1055, p. 8597
- National Energy Board Part VI Regulations (sections 85 and 87), C.R.C. 1978, Vol XI, chapter 1056, p. 8599
- National Energy Board Rules of Practice and Procedures (section 7), C.R.C. 1978, Vol XI, chapter 1057, p. 8619
- National Energy Board Substituted Service Regulations
- Oil Pipeline Uniform Accounting Regulations, C.R.C. 1978, Vol. XI,chapter 1058, p. 8635
- Oil Products Designation Regulations
- Onshore Pipeline Regulations
- Pipeline Arbitration Committee Procedure Rules, 1986
- Pipeline Crossing Regulations, Part I
- Pipeline Crossing Regulations, Part II
- Pipelines Companies Records Preservation Regulations, C.R.C. 1978, Vol. XI, chapter 1059, p. 8705
- Proclamation Extending the Application of Part VI of the Act to Oil, May 7, 1970
- Toll Information Regulations

Energy Administration

- Energy Administration Act, Parts I, 1.1 and III, 1980-81-82-83, chapter 114
- Energy Administration Act, Part I Regulations (sections 13 and 18), C.R.C. 1978, Vol. XIII, chapter 1260, p. 10191
- Energy Administration Act, Part III Regulations (sections 62 and 64), C.R.C. 1978, Vol. XIII, chapter 1261, p. 10195

Northern Pipeline

- Northern Pipeline Act, 1977-78, chapter 20

Organization

■ Executive Director

The Executive Director is the Board's senior staff member and Chief Operating Officer. His responsibilities include the overall management of the Board, the acquisition and allocation of human and financial resources, the efficiency of Board activities and operations, and the provision of advice on matters deemed appropriate by the Chairman.

Finance and Administration Branch: Co-ordinates and administers the financial and administrative policies under which the Board operates; and provides advice and services relating to accounts processing, financial planning and budgeting, and property, materiel, records and mail management. It also provides accounting services for the Northern Pipeline Agency.

Personnel Branch: Provides advice and services in the areas of staffing, human resources planning, training, employment equity programs for visible minorities, official languages, classification, staff relations, pay and benefits, safety and health, conflict of interest, employee assistance, merit awards and security.

Planning and Review Branch: Responsible for the Board's strategic and operational planning process, program review and evaluation, the internal audit program and the management practices program.

Information Technology Branch: Responsible for computer systems services, word processing support, data processing support and telephones. This includes consultative service on computer operations, data management, program design and development, and an advisory service on the latest data processing techniques and applications. Branch responsibilities also include the integration of information and processing systems and services for the Board.

■ Director General, Energy Regulation

The Director General, Energy Regulation is responsible for the integration of all staff activities involving the regulation of energy exports and international power lines. This encompasses planning and coordinating all work affecting the regulation of international power lines, exports of oil, gas, and electricity under Part VI of the National Energy Board Act, and coordinating the analysis of all matters related to energy supply and demand.

Economics Branch: Responsible for evaluating the economic worth to Canada of applications before the Board to licence exports and to certify pipeline and international power line projects. The Branch develops, in collaboration with others in the Board, general approaches to energy regulation and pipeline toll and tariff structures which involve considerations of economic efficacy. The Branch is responsible for preparing detailed projections of energy demand in Canada, macro-economic projections for the long-term performance of the Canadian economy, long-term outlooks for Canadian exports of natural gas and electricity to the American market, and long-term scenarios of world oil prices. These activities are largely in support of the Board's supply and demand reports, market monitoring requirements and evaluations of export licence and facilities applications. The Branch also advises on the state of competitive conditions in energy markets, to the extent required for the Board's regulatory mandate.

Energy Supply Branch: Responsible for advising on matters relating primarily to the supply of conventional and synthetic crude oil, bitumen, natural gas and natural gas liquids. The Branch prepares both short-term and long-term projections of supplies of these energy commodities from conventional, oil sands and frontier sources, based on its own studies and consultations with industry and other groups. The Branch also prepares estimates of established oil and gas reserves in Canada; conducts analyses of ultimate resource potentials and reserves additions rates; evaluates the supply costs and economics of resource projects; monitors developments in the energy sector, particularly the producing industry; and investigates potential new energy supply sources.

Electric Power Branch: Advises on matters relating to regulatory surveillance and electricity export licensing and international power line certification. The Branch prepares supply and demand forecasts for electricity that are used in dealing with electrical and other applications, reviews the American market for electricity, and provides advice on matters under federal jurisdiction that relate to the production, transportation, sale, and exchange of electricity.

Gas and Oil Branch: Provides advice to the Board on oil and gas matters including evaluation of oil and gas markets and commercial transactions; transmission, processing and distribution of commodities. It also synthesizes such information into assessments applicable to the Board's regulatory roles. The Branch is responsible for export and import regulation, monitoring, and for matters related to traffic and discrimination in service for gas and oil pipelines. The Branch collects and disseminates data on exports and imports including volumes and prices, and also prepares and supplies data on the consumption and transportation of crude oil, petroleum products, gas products and natural gas, incorporating estimates of short-term domestic and export demand and pipeline throughputs.

■ Director General, Pipeline Regulation

The Director General, Pipeline Regulation integrates all staff activities relating to the regulation of gas, oil, and petroleum products pipelines. This encompasses the design, construction, operation, safety, and environmental concerns specified under Part III of the National Energy Board Act and matters regarding tolls and tariffs under Part IV of the Act.

Environment Branch: Provides advice on the protection of the environment during the construction and operation of pipeline and power line facilities and on the protection of land-owner rights with respect to land acquisition. It advises on the environmental consequences of energy exports including the impact of the generation, production and end-use of that energy. In addition, Branch staff provide advice on the technical requirements related to third-party crossings on pipeline rights-of-way.

Pipeline Engineering Branch: Advises on matters relating to pipeline certificates issued under the National Energy Board Act and for the regulation of the safety of pipeline facilities under the Board's jurisdiction. The Branch is the Board's principal source of advice on technical matters included in applications by pipeline companies for facilities construction. Board staff in this Branch also administer certain portions of the Canada Labour Code relating to pipeline worker safety.

Financial Regulation Branch: Responsible for tolls and tariffs, financial regulatory advice and costs of transportation under specific areas of the National Energy Board Act. As such, its main function includes the provision of expert financial advice to the Board and to the hearing panel on all toll applications. It also audits the accounts of pipeline companies under the Board's jurisdiction and monitors the financial performance of pipelines on a regular basis to ensure that tolls are just and reasonable.

■ Law Branch

The Law Branch provides legal advice to the Board on all matters relating to the Board's powers and responsibilities, acts as Counsel for the Board at public hearings, and represents the Board in proceedings before the Federal and Supreme Courts of Canada.

■ Office of the Secretary

The Office of the Secretary receives all applications and submissions and co-ordinates their consideration by the Board. It advises on the scheduling of hearings, and makes all administrative arrangements for public hearings in Ottawa and across Canada. In addition, it provides media and public relations services, publications services and operates the Board's library. It administers the Access to Information Act and Privacy Act and co-ordinates translation services with the in-house translation unit provided by Secretary of State.

Information Holdings

Program Records

Accounting and Auditing

Description: Audit reports and correspondence of companies under the Board's jurisdiction. *Topics:* Annual reports. *Access:* Files arranged by subject and company. *Program Record Number:* NEB FRB 010

Allocation of Oil

Description: Correspondence between the Energy Supply Allocation Board and the Oil Branch of the National Energy Board on the allocation of oil resources in an emergency. *Program Record Number:* NEB GAO 195

Associations and Committees on Electric Power

Description: Information on liaison with power transmission companies, associations and conferences on electrical matters. *Topics:* Reports on, and agendas of, meetings and conferences; associations; power and transmission companies.Some files have been transferred to the Historical Branch of the National Archives of Canada. *Program Record Number:* NEB EPB 170

Associations, Committees and Conferences on Energy Supply

Description: Information on applications and supporting documents for hearings held on the energy supply. *Topics:* Supply data originating from energy supply and demand hearings. *Access:* Files arranged by year and company.Copies of applications, interventions and transcripts of all hearings are held in the National Energy Board library. *Program Record Number:* NEB ESB 280

Canadian Content in Energy Projects

Description: Information on Canadian content and industrial benefits of energy projects. *Topics:* Studies; specific applications. *Access:* Files arranged by application. *Program Record Number:* NEB ECB 255

Canadian Electric Power Projects

Description: Information on Canadian electric power projects and studies; also generation of electric power and the transmission of extra-high voltage electric power. *Topics:* Electric power projects and studies – Churchill Falls, James Bay, Fundy Tidal Power Development study; power generation – power potential, load and supply, nuclear, technology for fuel cells, thermal coal-fueled and thermal gas-fueled. *Access:* Files arranged by project or study. *Program Record Number:* NEB EPB 155

Certificates, Licences and Orders

Description: Originals of all certificates, licences and orders issued by the Board. *Topics:* Certificates of Public Convenience and Necessity – oil and gas pipelines, electric power lines; licences for the export of oil, gas and electric power; safety orders; rates, tolls and tariffs; miscellaneous orders.See "Prefix Identification of Certificates, Licences, Orders and Permits" issued by the National Energy Board (internal reference memo listing document prefixes and references to legislation). *Program Record Number:* NEB OOS 095

Coal

Description: Published material and correspondence on coal. *Topics:* Forecasts; coal-gasification, liquefaction, reserves. *Program Record Number:* NEB ESB 320

Construction of International Electrical Power Lines

Description: Applications for certificates and supporting documents to construct or modify existing power lines. *Topics:* Policy; environmental guidelines; interventions filed by interested parties. *Access:* Files arranged by power company. *Program Record Number:* NEB EPB 160

Crude Oil Movements by Pipeline

Description: Correspondence on pipeline capability and the availability of crude oil; also nomination, by refinery, of crude oil requirements. *Topics:* Pipeline capability – pipeline traffic; nominations by companies for crude oil requirements; allocations of domestic crude, prior to June 1985. *Program Record Number:* NEB GAO 205

Crude Oil Statistics on Refinery Production

Description: Statistical information on the amount of crude oil received in refineries, the amount of crude processed by refineries each week, the monthly supply survey on Canadian oil products, monthly deliveries of crude oil and condensates under licence, and the amount of products exported each month. *Topics:* Canadian refinery receipt survey of crude oil; crude oil runs (amount of crude processed in refineries weekly or monthly); Canadian oil product monthly supply survey; oil product export return. *Access:* Files arranged by company.Most of these statistics are supplied confidentially to the National Energy Board by individual companies. Information can therefore be released only as a combined total of all companies. *Storage Medium:* Storage Computer disc or tapes. *Program Record Number:* NEB GAO 230

Economic Benefits of Proposed Energy Projects

Description: Analyses of the economic viability of, and benefits from, projects. *Topics:* Viability analyses; cost-benefit – committees, studies, specific applications; licences, orders and exports. *Access:* Files arranged by application. *Program Record Number:* NEB ECB 260

Economic Considerations in Setting Pipeline Tolls

Description: Information on the operations of pipeline companies and the economic considerations in setting tolls. *Topics:* Productivity and efficiency of pipeline companies; rates, tolls and tariffs; financial arrangements; certificates and orders. *Access:* Files arranged by subject and company. *Program Record Number:* NEB ECB 270

Electric Power Failures

Description: Information on selected electric power interruptions. *Topics:* Hydro-Quebec power interruption on January 10, 1978; power interruption on the Maritime grid, November 14, 1978; Northeast power failure of 1965. *Program Record Number:* NEB EPB 175

Energy Cost and Pricing

Description: Correspondence on costs and pricing of energy. *Topics:* Cost data; profitability data and studies; royalties. *Program Record Number:* NEB ESB 315

Energy Supply and Demand Statistics

Description: Information on energy supply and demand and related data for all energy commodities. *Topics:* Information, liaison and data related to co-operation among various associations, committees; statistical energy inquiries; statistical reports and returns; supply and demand data for all energies; international data. *Access:*

Files arranged by subject and committee. *Program Record Number:* NEB ECB 250

Energy Supply, Surpluses and Reserves

Description: Information on the supply side of enquiry hearings, renewable energy, reserves and surpluses. *Topics:* Energy supply; renewable energy; reserves and surpluses – particular applicants; licences, orders and exports. *Access:* Files arranged by subject. *Program Record Number:* NEB ESB 275

Enquiry Hearings on the Canadian Oil Supply and Requirements

Description: Submissions of various oil companies and supporting data during public hearings in 1975, 1976 and 1978. *Topics:* Public hearings – Canadian oil supply requirements; submissions by companies on reserves and demand. *Access:* Files arranged by year of public hearing. *Program Record Number:* NEB GAO 220

Environmental Aspects of Energy Development

Description: Correspondence on oil, gas and electric power development. *Topics:* Arctic hydrocarbon transportation systems; northern oil and gas pipelines; offshore oil and gas transportation; other agency reviews – Federal Environmental Assessment and Review Office (FEARO). *Access:* Files arranged by committee, project. *Program Record Number:* NEB ERW 030

Environmental Assessment, Surveillance and Monitoring

Description: Published information on the environmental aspects of applications for certificates and orders to build a pipeline or power line, to commence construction, or to cross a pipeline by a facility over or under a pipeline, submitted by a company or by a private citizen; also documentation for interventions and appeals submitted by interested parties, surveillance and monitoring reports. *Topics:* Applications for certificates and orders; environmental information submitted prior to construction of a pipeline or power line; applications to construct a compressor station, gas plant, meter station, pump station and terminal; crossing of a pipeline by a buried cable, overhead cable, road, ditch, building, parking lot, etc.; crossing of facility by a pipeline; appeals and interventions; environmental assessment of the effects of pipelines or power lines; environmental surveillance; *Access:* Files arranged by company and location of pipeline.Applications to build a pipeline, transcripts of hearings and reasons for decisions are held in the Board library. *Program Record Number:* NEB ERW 055

Environmental Associations and Committees

Description: Correspondence between the Board and various pipeline, industry, and environmental associations; information on liaison with various committees, conferences, oil and gas pipeline companies, and environmental agencies. *Topics:* Environmental regulatory matters; co-operation and liaison with oil and gas pipeline companies, interdepartmental committees on environmental matters. *Access:* Files arranged by association, committee, conference and pipeline company. *Program Record Number:* NEB ERW 050

Environmental Implications of Oil and Gas Pipeline Operations

Description: Correspondence on environmental aspects of operating pipelines and facilities including storage and processing facilities. *Topics:* Right-of-way conditions, gas plant emissions, tank farms, loading facilities, PCB and hazardous waste storage and disposal, etc. *Program Record Number:* NEB ERW 035

Environmental Incidents or Emergencies

Description: Reports of environmental inspection of spills of oil, products or other substances and their impact on the environment. *Topics:* Leaks, breaks, spillage, environmental impact, clean-up, restoration. *Access:* Files arranged chronologically by incident and by pipeline company. *Program Record Number:* NEB ERW 045

Exchange Agreements on Crude Oil

Description: Information on the exchange agreements on offshore and mid-continent crude oil between Canadian and U.S. oil companies and related correspondence before June 1985. *Topics:* Control of International Oil Exchange; mid-continent exchange agreements; eastern Canada foreign exchange agreements. *Access:* Files arranged by Canadian and United States oil companies. *Program Record Number:* NEB GAO 225

Exploration and Development

Description: Information on exploration for and development of hydrocarbon resources in Canada. *Topics:* Oil and gas discoveries and development – Western Canada and northern and offshore areas; petroleum industry activity. *Program Record Number:* NEB ESB 325

Export Charge for Crude Oil and Oil Products

Description: Information on the policy, audit reports, applications for remission of or exemption from export charges and the monthly returns filed by exporting companies. *Topics:* Policy on the export charge; auditing of exporting companies; exemptions and remissions; Form 160, Oil Export Charge Return (monthly); determination of export charges. *Access:* Files arranged by subject and company. *Program Record Number:* NEB GAO 210

Export Control of Crude Oil, Condensates and Products

Description: Information on policy, forms of licences and orders, applications for licences or orders to export crude oil, condensates and products, decisions and reports of the export panel. *Topics:* Policy; instructions to applicants; licence and order forms; Canadian requirements and availability for export; reports on export of crude oil and petroleum products since deregulation; proceedings of Export Panel. *Access:* Files arranged by company. *Program Record Number:* NEB GAO 215

Export Control of Gas Products

Description: Information on licences, orders and applications for the export of gas products; also proceedings of the Gas Panel, which includes reports to the Board and approval of export orders. *Topics:* Policy;

instructions to the applicants; forms of licences and orders; proceedings of the Gas Panel; applications for licences and orders; monitoring of export volumes and aggregated prices. *Access:* Files arranged by subject and applicant company. *Program Record Number:* NEB GAO 140

Financial Reports

Description: Financial information on the oil and gas pipeline companies under the Board's jurisdiction; quarterly and annual financial reports. *Program Record Number:* NEB FRB 025

Gas and Oil Storage

Description: Published material and correspondence on oil and gas storage projects. *Topics:* Province of Ontario; Home Oil Company – Strait of Canso Storage Project. *Access:* Files arranged by province and company. *Program Record Number:* NEB ESB 330

Gas Processing and By-Products

Description: Published material on the extraction of by-products from natural gas and the production of synthetic natural gas. *Topics:* Ethylene and ethane; helium; sulphur; hydrogen; processing plants; synthetic natural gas. *Program Record Number:* NEB ESB 295

Import and Export Gas Licences and Orders

Description: Applications and related correspondence for a licence to export or import natural gas or liquefied natural gas; interventions submitted by interested parties. *Topics:* Emergency orders to export natural gas and liquefied natural gas; licences and orders to export and import natural gas, liquefied natural gas and gas products; interventions; combined hearings (two or more companies applying jointly for a licence). *Access:* Files arranged by subject, company and year of application. *Program Record Number:* NEB GAO 135

Inspection of Meters

Description: Reports by inspectors from Consumer and Corporate Affairs Canada on inspections of export and import meters on international pipelines. *Access:* Files arranged by meter station. *Program Record Number:* NEB PEO 081

Inspection of Meters

Description: Reports by inspectors from Consumer and Corporate Affairs Canada on inspections of export and import meters on international power lines. *Access:* Files arranged by power line certificate holder. *Program Record Number:* NEB EPB 165

Lands and Routing

Description: Correspondence on land-use concerns; on complaints of landowners concerning pipeline construction; applications for plan, profile and book of reference approval; applications for right of entry; notices for land acquisition and applications to purchase or sell land, buildings, equipment, or to abandon pipelines. *Topics:* Complaints by landowners; plan, profile and book of reference applications; notices for service, publication and public hearings; cost recovery; right-of-entry applications; land acquisition procedures; application to sell/acquire land and property; applications to abandon pipelines. *Access:* Files arranged by pipeline company for purchases, sales, leases, and abandonments; plan, profile and book of reference and right-of-entry applications. Complaints are filed by name of landowner, location and pipeline company. *Program Record Number:* NEB ERW 040

Legal Cases

Description: Decisions rendered by the courts that may affect the work of the Board. *Topics:* Administrative tribunals; American law; Bill of Rights; combines; Pipeline Act. *Program Record Number:* NEB LAW 120

Legal Opinions

Description: Legal opinions prepared by the branch for the purpose of giving advice to the Board. *Topics:* Duties and powers of the Board under the National Energy Board Act; Board jurisdiction; requirements of natural justice; interpretation of legislation. *Program Record Number:* NEB LAW 110

Liaison with United States on Oil Matters

Description: Correspondence with United States federal government and agencies on oil matters. *Topics:* Import and export of oil; offshore oil; pricing; pipeline tariffs; refineries; oil reserves; crude oil supply and demand; transportation by tanker; exchange agreements; import regulations; oil import statistics; turbine fuel; U.S. oil pipeline companies; refinery allocations; appeals and decisions; task force on oil imports; reports and returns on pipeline incidents and petroleum matters. *Access:* Files arranged by subject under the United States block of files. *Program Record Number:* NEB GAO 200

Licences and Orders for the Export of Electricity

Description: Company applications and supporting data for a licence or order to export electricity for a specific period of time. *Topics:* Application to export electricity in an emergency; to Canadian utilities. *Access:* Files arranged by power company. *Program Record Number:* NEB EPB 150

Litigation

Description: All documentation, legal opinions and working papers related to court cases with which the Board has been involved as a result of appeals of its decisions. *Topics:* Trial division; Federal Court of Appeal; Supreme Court of Canada; public hearings – reasons for decision; subpoenas. *Access:* Files arranged by type of cause. *Program Record Number:* NEB LAW 125

Long-term Energy Demand

Description: Information on energy demand hearings, supply and demand forecasts, and demand and disposition projects. *Topics:* Total Energy Supply and Demand Inquiry; energy demand forecasts; demand and disposition. *Access:* Files arranged by subject. *Program Record Number:* NEB ECB 240

Macro-economic Forecasts on the Canadian Economy

Description: Macro-economic forecasts on the Canadian economy and their relationship to energy forecasts.

Topics: Statistical reports and returns; macro-economic forecasting model studies; committees, boards, commissions, etc. related to macro-economic forecasting. *Access:* Files arranged by subject and committee. *Program Record Number:* NEB ECB 245

Minutes of Meetings

Description: Official minutes of all meetings of the Board and officially constituted panels of the Board. *Topics:* Certificates of Public Convenience and Necessity – oil and gas pipelines and electric power lines; licences and orders to export oil, natural gas and electricity; safety orders relating to pipelines; environmental matters with respect to oil and gas pipelines and electric power lines; rates, tolls and tariffs of pipelines under Board jurisdiction, Energy Administration Act; Northern Pipeline Act; supply, demand, surplus of oil, gas and electric power. *Storage Medium:* Microfilm. *Program Record Number:* NEB OOS 100

National Oil Policy

Description: Correspondence on the national oil policy with various oil and pipeline companies, federal government departments and the National Energy Board. *Topics:* Policy; National Oil Policy Review, 1969; redefining the Ottawa Valley; imports and transfer – gasoline; control of movements across Ottawa Valley line; petrochemical industry – export and import; oil import and transfer program; crude oil price survey; oil import cost compensation program; deep water facilities; deregulation – June 1985. *Program Record Number:* NEB GAO 190

Natural Gas Pricing and Marketing

Description: Correspondence on marketing and pricing of natural gas and gas products, and reports of revenue by gas or pipeline companies. *Topics:* Special market research; market value; propane and butanes pricing; revenue flowback by gas and pipeline companies; Energy Administration Act, Part III (Domestic Gas). *Access:* Files arranged by subject and gas or pipeline company. *Program Record Number:* NEB GAO 130

Nuclear Energy

Description: Published material and correspondence on nuclear energy. *Topics:* Heavy water; uranium; fusion. *Program Record Number:* NEB EPB 310

Oil and Natural Gas Reserves

Description: Information on oil and gas pools, including raw data, Board assessments and published material on reservoir analysis techniques. *Topics:* Gas reserves; oil reserves; decline curve analysis; models and simulation; secondary and tertiary recovery. *Access:* Files arranged by pool; each contains information on reservoir parameters, historical performance and assessments made by the Board staff. *Program Record Number:* NEB ESB 290

Oil, Natural Gas Liquids (NGL) and Natural Gas Production

Description: Information on historical and current production of hydrocarbons in Canada. *Topics:* Crude oil and equivalent; NGL; natural gas. *Access:* Files arranged by product and province. *Program Record Number:* NEB ESB 285

Oil Refining Capacity and Processing

Description: Correspondence with refineries and selected oil companies on their forward projections of oil refining capacity and processing. *Topics:* Ontario Refineries' Hearing, 1968; refining survey of Atlantic provinces and Quebec, Region 1 and 2; refining survey of central and eastern Canada, Region 1, 2 and 3; refining survey, Region 5; refining survey of British Columbia; processing and supply survey 1974-85, 1977-83 and 1979-85. *Program Record Number:* NEB GAO 235

Operation of Oil and Gas Pipelines

Description: Correspondence on the operation and maintenance of pipelines. *Topics:* Corrosion Control Program; letters patent; design factors; safety; signs and markers; schematic drawing of pipelines; sandblasting; line pipe specifications; high energy impact joining of line pipe; reversal of pipeline; negative salvage. *Program Record Number:* NEB PEO 065

Parliamentary and Ministerial Enquiries

Description: Information on questions raised by Members of Parliament in the House of Commons and correspondence to the Minister that has been referred to the Board for preparation of a reply. *Topics:* Parliamentary enquiries – may cover, but are not limited to, queries on personnel, budgets, advertising, accommodations, equipment, person-years; correspondence to the Minister, usually on energy-related matters for which the Board is responsible – certification of interprovincial and international oil and gas pipelines, international electric power lines, exports of oil, gas and electricity, supply and demand of oil, gas and electricity; complaints against pipeline companies. *Program Record Number:* NEB OOS 105

Pipeline Associations and Committees

Description: Correspondence between the Board and various pipeline, oil and gas, and standards associations; also information on liaison with various committees, conferences and oil and gas pipeline companies. *Topics:* Associations dealing with pipelines and engineering matters; institutes for engineering and pipeline matters; committees of the Canadian Standards Association; Task Force on Pipelines; conference on engineering and pipelines; co-operation and liaison with oil and gas pipeline companies. *Access:* Files arranged by association, committee, conference and pipeline company. *Program Record Number:* NEB PEO 075

Pipeline Construction

Description: Information on the application for certificates and orders to build a pipeline, to commence construction, leave to open a pipeline (commence operation), or to cross a pipeline by a facility over or under a pipeline, submitted by a company or by a private citizen; also documentation for interventions and appeals submitted by interested parties. *Topics:* Applications for certificates and orders; applications to construct a pipeline; applications to construct a compressor station, gas plant, meter station, pump station and terminal; crossing of a pipeline by a buried cable, overhead cable, road, ditch, building, parking lot, etc.; crossing of a facility by a pipeline; appeals and interventions; environmental assessment and effect on pipelines; routine facility inspection reports. *Access:* Files arranged by company and location of pipeline.Applications to build a pipeline, transcripts of hearings and Reasons for Decisions are held in the Board library. ***Program Record Number:*** NEB PEO 080

Pipeline Development Projects

Description: Correspondence on northern oil and gas development. *Topics:* Task Force on Northern Oil Development; gas Arctic systems; northern gas pipelines; northern gas transportation; Petro-Canada proposed Arctic power project; polar gas project. *Access:* Files arranged by task force committee. ***Program Record Number:*** NEB PEO 060

Pipeline Incidents or Accidents

Description: Reports of leaks, breaks, dents and buckles of oil and gas pipelines, including property damage, injury or death of personnel. *Topics:* Leaks and breaks; dents and buckles; storage and use of lubricants; metallurgical investigations; repair program for the Sarnia-Montreal extension. *Access:* Files arranged by pipeline and location of the leak, break, dent or buckle. ***Program Record Number:*** NEB PEO 070

Public Hearing Process – Applications to the National Energy Board and Reasons for Decision

Description: Copies of all applications made to the Board, exhibits and other public hearing documents and reasons for decision. *Topics:* Certificates of Public Convenience and Necessity for construction and operation of oil and gas pipelines and electric power lines; licences for the export of oil, gas and electric power; rates, tolls and tariffs of pipeline companies under Board jurisdiction. *Access:* Files arranged by applicant, company and year.Copies of applications and the Board's reasons for decision are held in the library. ***Program Record Number:*** NEB OOS 085

Rates and Tolls

Description: Information on the applications and supporting documents for rates and tolls submitted by pipeline companies; also copies of interventions submitted by interested parties, and copies of gas company sales and purchase contracts. *Topics:* Rate applications; interventions; complaints and investigations; price surveillance; sales contracts; purchase contracts; rates for gas. *Access:* Files arranged by company.Applications, transcripts and reasons for decision are held in the National Energy Board library. ***Program Record Number:*** NEB FRB 005

Renewable Energy

Description: Published material and correspondence on renewable energy. *Topics:* Biomass; geothermal; heat pumps; solar; tidal; wind; alcohol; peat. ***Program Record Number:*** NEB ESB 305

Socio-economic Impact of Pipeline Projects

Description: Information on the regional economics of pipeline projects and their impact on socio-economic factors. *Topics:* International developments; socio-economic studies; socio-economic impacts of specific applications. *Access:* Files arranged by application. ***Program Record Number:*** NEB ECB 265

Standing Panel Files

Description: Copies of documents considered at standing panel meetings, including applications on routine and non-routine matters, staff papers, and final documents approved by the panel including letters, regulatory instruments, etc. *Topics:* Certificates and orders – oil and gas pipelines and electric power lines; safety and environmental matters; tolls and tariffs of pipelines under the jurisdiction of the National Energy Board; licences and orders to export (and in some cases, to import) oil, gas, and electricity. *Access:* The documents contained in the standing panel files are duplicated in the Board's subject files. The standing panel files are arranged by panel and by date of meeting and are retained for approximately two years.Copies of some applications are held in the Board's library for six months after a decision has been rendered. ***Program Record Number:*** NEB OOS 090

Statistical Reports

Description: Statistical reports from provincial agencies and other private agencies on production, demand and forecasts. *Topics:* Long-term energy; energy demand; production statistics. *Access:* Files arranged by subject and province. ***Program Record Number:*** NEB ESB 300

Statistics

Description: Statistical data on exports and imports of natural gas and gas products, and on supply and disposition of propane and butanes. *Topics:* Propane and butanes supply and disposition, export and import volumes and average prices of natural gas and gas products and authorized volumes. *Access:* Files arranged by subject and company. Certain statistics are provided by companies on a confidential basis and are available in aggregate form only. Statistics are held in the Board's library. ***Program Record Number:*** NEB GAO 141

Statistics

Description: Statistical data on the export of electric power, supply and demand of electricity, forecasts, import of electricity. *Topics:* Monthly reports by power companies on the export of electric power and energy; supply, demand and distribution forecasts; various reports compiled by Statistics Canada; Ontario Hydro's forecasts of power load capacity report; Canadian Electric Utilities: Analysis of Generation and Trends. *Access:* Files are arranged by company and forecast.Report on Ontario Hydro forecast of load and capacity is held in the Board library. ***Program Record Number:*** NEB EPB 185

Statutes and Regulations

Description: Working papers and other relevant material used by the branch in the preparation of amendments to statutes and regulations. *Topics:* National Energy Board

Act and Regulations; Energy Administration Act; Northern Pipeline Act. ***Program Record Number:*** NEB LAW 115

Traffic

Description: Applications and related correspondence for orders to obtain access to transportation services on interprovincial and international gas pipelines; complaints about discrimination. ***Topics:*** Interim orders to receive transport and deliver gas. ***Access:*** Files arranged by company. ***Program Record Number:*** NEB GAO 142

Uniform Accounting Regulations for Oil and Gas

Description: Correspondence between companies in Canada, the United States government and the National Energy Board on uniform accounting regulations. ***Topics:*** Uniform classification of accounts and document retention regulations. ***Access:*** Files arranged by subject, and oil and gas company. ***Program Record Number:*** NEB FRB 020

United States

Description: Information on liaison with American federal and state departments on mutual electric and atomic energy problems. ***Topics:*** Atomic Energy Commission; Acts and Regulations; uranium; nuclear electric power; Hanford Electric Generating Plant; geothermal energy; Jersey City Nuclear Power Project; U.S. Federal Power Commission; North American Electric Reliability Council; U.S. power – failures, projects, shortages, rates and statistics. ***Program Record Number:*** NEB EPB 180

United States Regulatory Agencies for Natural Gas and Gas Products

Description: Correspondence between the National Energy Board and U.S. federal and state departments and agencies on natural gas and gas product matters. ***Topics:*** Acts and regulations for natural gas; export and imports of natural gas; pricing of natural gas; supply, demand and storage; synthetic natural gas; gas rates; natural gas survey. ***Program Record Number:*** NEB GAO 145

Personal Information Banks

Access Request Data Bank

Description: This bank contains the access request forms sent by individuals, the Board's replies and information relating to their processing. ***Class of Individuals:*** All who submitted access reports. ***Purpose:*** To respond to requests for information, submitted under the Access to Information Act and the Privacy Act. ***Consistent Uses:*** To retain access requests and their replies for future reference, and to report on the number of access requests received annually. Disclosure is on request, but if the request is for someone other than the individual who sent in the original access form, that individual's name and personal data elements are deleted from the reply. There is no linkage or matching. ***Retention and Disposal Standards:*** These records are retained for two years. ***TBS Registration:*** 000751 ***Bank Number:*** NEB PPU 020

Applications for Employment

Description: This bank contains all applications received requesting employment with the National Energy Board. The files include completed application forms, letters and curriculum vitae of persons interested in working with the Board. Access to this bank requires a name and the year in which the application was submitted. ***Class of Individuals:*** All applicants for employment. ***Purpose:*** For screening whenever openings become available. ***Consistent Uses:*** To store employment applications for future reference. Disclosure is on request to the original applicant. Other enquirers are provided with statistics only. There is no linking or matching. ***Retention and Disposal Standards:*** Documents are retained for one year. ***TBS Registration:*** 000749 ***Bank Number:*** NEB PPU 010

Contracts

Description: This bank contains details of all contracts entered into by the National Energy Board (NEB) for the procurement of services, including personal services. The bank contains basic data such as education qualifications, work-related experience, termination dates, amount of fees paid, etc. Contracts awarded by the Department of Supply and Services on behalf of the Board are included. ***Class of Individuals:*** Those who have provided the Board with services under contract. ***Purpose:*** To make a decision on the selection of the most suitable candidate to fill specific requirements. ***Consistent Uses:*** To record, retain and monitor all contracts. These records are also used during the auditing function. Disclosure is on request. There is no linkage or matching. ***Retention and Disposal Standards:*** These files are retained for six years after completion and non-renewal of the contract. ***TBS Registration:*** 000750 ***Bank Number:*** NEB PPU 015

Interventions and Letters of Comment

Description: This bank contains the interventions and letters of comment filed with the Board by companies, public interest groups, and individuals who have participated in the Board's regulatory proceedings. All such documents are public and form part of the record of proceeding. Documents may be retrieved by providing the name of the application to which the document relates and the name of the participant. ***Class of Individuals:*** Individuals who have participated in the regulatory proceedings of the National Energy Board. ***Purpose:*** For consideration of these submissions by the Board in arriving at quasi-judicial decisions on applications before it. ***Consistent Uses:*** To maintain a record of all interventions and letters of comment filed with the National Energy Board, relating to any applications. Disclosure is on request because all these documents are public. There is no linkage or matching. ***Retention and Disposal Standards:*** Five years after the removal or abandonment of pipeline or international power line, or the authorization of the export of gas, oil or electricity to which the documents relate. On expiry of retention period, files are passed to the National Archives of Canada for selective retention. ***TBS Registration:*** 000748 ***Bank Number:*** NEB PPU 005

Classes of Personal Information

Office of the Secretary Files

In the course of its programs and activities the National Energy Board may accumulate personal information which is not contained in the specific personal information banks listed in this entry. Such information may include an individual's name, address, telephone number, or opinion on a specific matter. These data are stored as part of the general subject files and the records are not normally retrievable by the name of the individual or other identifier.

Such personal information is provided by individuals in requesting publications, general information, funds for projects they are conducting, or in providing their comments or opinions on various topics.

To retrieve this type of personal information, the enquirer must state the specific subject matter of the correspondence, the name of the person, and the approximate date on which the correspondence was forwarded to the Board.

The retention periods for these classes of personal information are controlled by the record schedules of the general subject files in which they are stored.

Manuals

- Environmental Surveillance Manual
- Environmental Operations Procedure Manual
- General Guidelines for Processing Hearing Applications
- Memorandum of Guidance, Re: Regulation of Group 2 Companies
- Pipeline Construction Inspection Manual, November 1984

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the National Energy Board, its functions and mandate, may be directed to:

National Energy Board
473 Albert Street
Ottawa, Ontario
K1A 0E5
(613) 998-7204

Reading Room

The Board has designated two public reading rooms under the Access to Information Act. In Ottawa the reading room is located in the Board's Library at:

473 Albert Street, 9th Floor
Ottawa, Ontario

In Calgary, the reading room is located in the Board's office at:

4500 – 16th Avenue N.W.
Calgary, Alberta

The hours are 08h00 to 17h00, Monday to Friday.

National Farm Products Marketing Council

Chapter 71

General Information

Background

The National Farm Products Marketing Council was established in 1972 under the Farm Products Marketing Agencies Act.

Responsibilities

The National Farm Products Marketing Council is responsible for supervising the Canadian marketing agencies established under the Farm Products Marketing Agencies Act. The Council works with these agencies, provincial governments and marketing boards to promote an efficient and competitive industry for the products concerned. It is charged with protecting the interests of producers, processors and consumers.

Legislation

- Farm Products Marketing Agencies Act, 1972

Organization

■ Executive Council

The Council is responsible for policy decisions and for the ultimate objectives and goals of the National Farm Products Marketing Council. All nine council members are appointed by Order-in-Council. Six of the nine members are paid on a per diem basis for those days that they are called upon to work on Council business.

■ Operations

This section is responsible for the day to day monitoring of the agencies' operations and for reporting their findings to Council. The staff is also called upon to perform special tasks or studies regarding existing or possible new agencies which would provide analysis and documentation for Council's decisions.

■ Communications

This section is responsible for media relations, the preparation and diffusion of Council's public information, and for the preparation and publication of annual reports and press releases.

■ Management Services

This section is responsible for records management, property management, material management, Access to Information and Privacy Legislation, general administration and for the financial, personnel and support functions for Council and its components.

Information Holdings

Program Records

Canadian Marketing Agencies

Description: Information on Canadian marketing agencies such as the Canadian Egg Marketing Agency, the Canadian Turkey Marketing Agency, the Canadian Chicken Marketing Agency and the Canadian Broiler Hatching Egg Marketing Agency. Records are located at the National Farm Products Marketing Council. ***Topics:*** Provincial levies; information services; claims; hearings; licensing; penalties and offenses; producer quotas; cost of production; production surveys; programs; reports and statistics; prices; statutory orders and regulations; surplus egg removal; interprovincial and export trade; marketing agencies (organization, minutes of proceedings, administration, finances, etc.). ***Storage Medium:*** Recordings – council meetings and in-camera hearings. ***Program Record Number:*** FPM FPM 010

Marketing Operations

Description: Information on liaison with commodity producers' associations, provincial agricultural departments, provincial marketing boards and other councils on matters related to marketing operations. Records are located at the National Farm Products Marketing Council. ***Topics:*** Producer quota studies; guidelines for cost of production formulae; interprovincial and export trade; statutory orders and regulations; reports and statistics; commodities – animal and animal products, grains and oilseeds, horticulture and special crops; liaison with organizations concerned with marketing (minutes of proceedings). ***Program Record Number:*** FPM FPM 005

Personal Information Banks

Access Requests Files

Description: This bank contains requests under the Access to Information Act, submitted by individuals or organizations to access records, the replies to such requests, and any other information relevant to the processing of the requests. ***Class of Individuals:*** Individuals or organizations. ***Purpose:*** Records are compiled to process access requests, and for research and statistical purposes. ***Consistent Uses:*** This bank is used for reference and statistical purposes. ***Retention and Disposal Standards:*** Two years. ***TBS Registration:*** 000477 ***Bank Number:*** FPM PPU 015

Applicants Inventory

Description: The purpose of this information bank is to maintain an inventory of candidates seeking employment with the National Farm Products Marketing Council. Applications come from within and outside the public service. The applications contain personal characteristics and histories describing the educational and working backgrounds of the applicants. Some applications also contain unsolicited performance appraisals. ***Class of Individuals:*** Applicants. ***Purpose:*** Records are maintained for general administration. ***Consistent Uses:*** This bank is used for administrative purposes only. ***Retention and Disposal Standards:*** Two years. ***TBS Registration:*** 000479 ***Bank Number:*** FPM PPU 025

Expenditure Records

Description: This bank contains information to support payments made to the general public and government departments for the provision of goods and services to the Government of Canada. ***Class of Individuals:*** Private companies and government departments. ***Purpose:*** Supporting documentation for payment of accounts. ***Consistent Uses:*** This bank is used for accounting, reference and statistical purposes. ***Retention and Disposal Standards:*** Six fiscal years. ***TBS Registration:*** 000480 ***Bank Number:*** FPM PPU 030

Financial Records

Description: The purpose of this bank is to record program expenditures and revenues. It contains files on payments for travel and relocation, reimbursements for allowable charges and contractual agreements. ***Class of Individuals:*** Employees of the Council. ***Purpose:*** Records are compiled for the control and administration of the expenditures of the Council. ***Consistent Uses:*** The bank is used for accounting, reference and statistical purposes. ***Retention and Disposal Standards:*** Six fiscal years. ***TBS Registration:*** 000478 ***Bank Number:*** FPM PPU 020

Personal Service Contracts

Description: This bank maintains a record of personal service contracts awarded. The bank is comprised of case files which contain the contracts, description of duties, length of service, remuneration, any other approved terms and conditions deemed necessary and other related correspondence. It may also contain the curricula vitae and social insurance numbers of some individual contractors. ***Class of Individuals:*** Consultants. ***Purpose:*** Records are compiled for administration and financial reasons on all personal service contracts for proper control, accounting,substantiations and authority. ***Consistent Uses:*** This bank is used for the award of personal service contracts and their controls. ***Retention and Disposal Standards:*** Six fiscal years. ***TBS Registration:*** 000475 ***Bank Number:*** FPM PPU 005

Private Sector Consultants

Description: This bank is a record of consultants and consulting firms from the private sector that have requested registration with the Council. The data bank contains individual and/or firm names, addresses and areas of specialization. ***Class of Individuals:*** Consultants. ***Purpose:*** Records are compiled for general administration. ***Consistent Uses:*** This bank is used for selection and awarding of personal service contracts. ***Retention and Disposal Standards:*** Two years. ***TBS Registration:*** 000476 ***Bank Number:*** FPM PPU 010

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Council and its various functions may be directed to:

Chief, Public Information
National Farm Products Marketing Council
13th Floor, Martel Building
270 Albert Street
P.O. Box 3430, Station D
Ottawa, Ontario
K1P 6L4
(613) 995-2297

Reading Room

An area on the premises of this institution has been designated under the Access to Information Act as a public reading room. The address is:

270 Albert Street, 13th Floor,
Ottawa, Ontario.

National Film Board

Chapter 72

General Information

Background

The National Film Board (NFB) was established by an Act of Parliament on May 2, 1939, and revised in 1950. The NFB reports to the Minister of Communications. Its mandate is to produce and distribute Canadian film and video, as well as to promote their production and distribution.

Responsibilities

The NFB's purpose is to make films which are distinctively Canadian. These films reflect the bilingual, multicultural and regional realities of this country and answer the social and cultural needs of its citizens. NFB productions are distributed on film and videocassette and are available through Canadian theatres, library collections and its own audio-visual centres. Across the country, NFB films are seen on broadcast and specialized television. The NFB also operates an International Commercial Service to sell and market its films abroad. NFB films are also available in some Canadian diplomatic missions abroad.

NFB films are produced by distinct English and French program branches which are also responsible for marketing their films to their respective English and French audiences. In the early 1970's NFB production began to decentralize its production studios and the ensuing years have seen production studios developed in Vancouver, Edmonton, Winnipeg, Toronto, Moncton, and Halifax, as well as in Montreal. There is a permanent creative staff in Montreal, though a large proportion of NFB films are made by freelance independent filmmakers. The NFB is a totally integrated production and distribution house. The average annual production of the NFB is approximately 100 original films and 50 versions and adaptions of existing films. The NFB produces versions of its films in several different languages for foreign distribution. It also produces IMAX films. The Services Division undertakes advanced technical research and development to further the art and technology of film and video.

The NFB also has a mandate to play an active role in training people in all aspects of filmmaking.

Legislation

- National Film Act

Organization

The Board of Trustees of the National Film Board is composed of the Canadian Government Film Commissioner – who is both the chairperson and chief executive officer of the NFB – and eight other members appointed by the Governor in Council, three of whom are selected from the Public Service of Canada or the Canadian Armed Forces and five from the public at large. The NFB is managed by the Government Film Commissioner and by the directors of the English Program Branch; the French Program Branch, the Services Branch; the Corporate Affairs Division; the Planning and Evaluation Division; the Administration, Finance and Personnel Division; the Communication Division and the Employment Equity Program Division.

The head office of the NFB is in Ottawa, while its operational headquarters are located in Montreal.

■ Administration, Finance and Personnel Division

This division provides for overall management of NFB resources, financial planning and personnel management and counsel. It also administers data processing services and prepares financial statements.

■ Communications Division

The Communications Division operates programs for NFB staff, public and media; prepares speeches and documents for the Government Film Commissioner, develops the corporate image of the NFB; handles corporate public relations through special projects, public and media visits to the Film Board, and with the media; and is responsible for the NFB's participation in festivals, retrospectives and other film events. It also oversees NFB participation in conferences and corporate projects (internal and external corporate communications).

■ English Program Branch

This branch produces and markets English language films and videos in documentary, animation and fiction forms to reach audiences in Canada and abroad on relevant social and cultural issues. It also produces IMAX films. These programs are produced in five studios in Montreal, and one each in Halifax, Toronto, Winnipeg, Edmonton and Vancouver. English program production uses permanent staff and freelance filmmakers, and also co-produces with outside organizations. The International Commercial Service, which is administered by the English Program Branch, ensures sales of NFB productions in French and English outside Canada.

■ French Program Branch

This branch produces and markets films and videos in French to reach audiences in Canada and abroad on social and cultural issues, and is responsible for marketing its productions in Canada. The Branch produces and co-produces documentaries, fiction and animation from its headquarters in Montreal and from regional production centres in Moncton, Toronto and Winnipeg. It operates the Centre d'animatique which is able to conceive and direct high-quality film sequences using computer generated images. French program production uses permanent staff and freelancers to produce its films.

■ Services Division

This division provides technical production services for the program branches and operates a technical research and development section. It is also responsible for film and video distribution, including the FORMAT database, the publication of Film/Video Canadiana and the operation of Film/Video libraries and deposits in NFB audio-visual centres in Canada. It works jointly with several public libraries in making NFB films and videos more easily accessible to Canadians. It assists and advises the Department of External Affairs regarding the film libraries in many countries which are under the control of Canadian diplomatic missions abroad.

■ Employment Equity Program Division

The mandate of this division is based on the principles of sound human resource management and includes two objectives: parity between male and female employees in all permanent and contract positions, in all professional categories and at all levels by the year 1996; and a more equitable place for women in all aspects of Canadian filmmaking, ensured through the creation of training and apprenticeship programs.

■ Corporate Affairs Division

The Division's mandate is to represent the NFB before government parliamentary and political authorities, to inform NFB management of the policies, orientations and activities of these authorities and to assist all NFB branches, centres and activities in their relations/contacts with various departments and agencies as well as government, parliamentary and political representatives.

■ Planning and Evaluation Division

The Planning and Evaluation Branch is responsible for monitoring the strategic, operating and budgetary process within the NFB, the elaboration of policies and the application of program evaluation policy.

Information Holdings

Program Records

Conferences and Special Projects

Description: Information on participation by the NFB in various film-related projects. ***Topics:*** Exhibits; workshops; corporate participation in film industry events. ***Program Record Number:*** NFB COM 015

Corporate Affairs

Description: NFB and television; policies on employment equity; Federal Women's Film Program; overall Corporate policies; and applications for TV Canada/Télé-Canada. ***Program Record Number:*** NFB CAD 006

English Program Branch

Description: Information on the production and marketing of films and video, including IMAX productions. ***Topics:*** Scripts; budgets; contracts; financial statement; research material; rights; correspondence; information on marketing of NFB films in Canada and abroad; negotiation of contracts for television and theatres; research-audience surveys; new markets; community, national and international distribution; distribution of private industry films; promotion and publicity. ***Access:*** Files arranged by film, title and type of distribution. ***Program Record Number:*** NFB EPB 025

Festivals, Awards, Special Film Events

Description: Information on the various festivals, awards, and film events in which the NFB participates (and awards received). ***Topics:*** Selection of films; registration for the festival; film event contacts with the press and filmmakers participating in the festival/film event. ***Program Record Number:*** NFB COM 010

French Program Branch

Description: Information on the production and marketing of NFB French language films and video, including computer animation. ***Topics:*** Scripts; budgets; contracts; financial statements; research material; rights; correspondence; information on marketing NFB films in Canada; negotiation of contracts for television and theatres; research audience surveys; new markets; community and national distribution. ***Program Record Number:*** NFB FPB 030

Laboratory

Description: Information on the processing of film and video technology. ***Topics:*** Quality control: chemistry; timing; sensitometry; printing and development; inspection of printing material; negative cutting; printing material library; stock film and shot library. ***Access:*** Files arranged by film titles. ***Program Record Number:*** NFB SED 035

Planning and Program Evaluation

Description: Planning of Commissioner's Office projects. ***Topics:*** Intervention on copyright revisions 1984; operational plans 1985-86-87-88-89, Part III of estimates 88-89, five year operational plan 1985; strategic planning and program evaluation. ***Program Record Number:*** NFB PPE 005

Pre-production

Description: Information on technical support for film productions. ***Topics:*** Camera maintenance; reservations for technicians; lighting; stores, stage reservations; carpentry, props, etc. ***Access:*** Files arranged by film titles. ***Program Record Number:*** NFB SED 045

Sound and Video Recording

Description: Information on sound and projection recording. ***Topics:*** Mixing; transfer; quality control; projection. ***Storage Medium:*** Magnetic tape-sound. ***Access:*** Files arranged by film titles. ***Program Record Number:*** NFB SED 040

Special Projects

Description: Information on NFB communications with the public, NFB staff, and media. *Topics:* Contacts with the news media; publication of press releases; brochures; annual report; internal communications; visits to NFB and filmmakers' visits to educational institutions. ***Program Record Number:*** NFB COM 020

Technical Research

Description: Information on testing and analysis of new materials for professional cinematography video and audio-visual technology; upgrading of existing pieces of equipment and the publication Perforations on audio-visual technology. *Access:* Files arranged by type of equipment. ***Program Record Number:*** NFB SED 055

Visual Effects

Description: Information on animation, opticals and titling. *Topics:* Animation photography; film credits; optical and special effects. *Access:* Files arranged by film. ***Program Record Number:*** NFB SED 050

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Please direct requests for general information about the National Film Board to:

Records Manager (514) 283-9080

Media Director of Communications (514) 283-9253

Parliamentary and Corporate Relations
Director of Corporate Affairs (613) 992-3615

Library (514) 283-9045
The complete NFB 16mm film and video catalogues are available in English and French, with a PRECIS index. They list films and television productions from the NFB. They also list non-NFB productions which are distributed by NFB.

Reading Room

In accordance with the Access to Information Act, an area on the premises of this institution has been designated as a public reading room. The address is:

150 Kent Street,
Ottawa, Ontario.

National Gallery of Canada

Chapter 73

General Information

Background

The National Gallery of Canada (NGC), a Crown corporation, was established in 1990 by the Museums Act.

Responsibilities

The corporate objects of the national Gallery of Canada are to develop, maintain and make known, throughout Canada and internationally, a collection of works of art, both historic and contemporary, with special but not exclusive reference to Canada, and to further knowledge, understanding and enjoyment of art in general among all Canadians.

Legislation

- The Museums Act, 1990

Organization

■ Corporate Management

The Museums Act provides for a fourteen member board of Trustees, which reports to Parliament through the Minister of Communications. The Act establishes the position of Director who, on behalf of the Board of Trustees, directs and manages the business of the Corporation in all matters that are not, by the Act or by-laws, specifically reserved to the Board, or a committee of the Board.

■ Director's Office, Deputy Director's Office, Comptroller's Branch, Museum Services Branch

These provide overall guidance, direction and common services to the programs and operations of the National Gallery. Included in these common support services are both administrative (financial, personnel, records, etc.) and technical (design, photography, framing, matting and crating) services.

■ Collections and Research Branch, Canadian Centre for the Visual Arts Branch

These Branches are responsible for the following operational areas: curatorial, registration, restoration and conservation, and a research library, known as the Canadian Canadian Centre for the Visual Arts. The Branch develops a record of visual art, historic, modern and contemporary, situates that record within an international cultural context, and maintains documentary records on the condition and cultural and historical origins of the objects collected. Through the Canadian Centre for the Visual Arts, the Branch provides a major study and teaching resource for Canadian and international artists, scholars and students, and interested members of the public.

■ Public Programs Branch, Communications and Marketing Branch, Exhibitions and Installation Branch

These branches make the collection of more than 39,000 works of art and related knowledge accessible to national and international audiences through its displays of the permanent collections and special exhibitions, education services, publications, sales and media relations.

■ Canadian Museum of Contemporary Photography

This museum undertakes a broad range of activities involving contemporary Canadian photographs and photographers. Its activities include acquisition and ordering of photographs, public programs, travelling exhibitions, loans, publications, educational programs, special exhibitions and national service.

Information Holdings

Program Records

Acquisition of Collections

Description: Information on the policy for the acquisition of works of art through purchases, gifts and donations; acquisition of historic Canadian art; offers of works of art that have been accepted and rejected; and examination reports for new acquisitions. *Topics:* Gifts proposed, approved and rejected; purchases – paintings, photographs, prints and drawings, sculptures; insurance; major acquisitions; preliminary correspondence with artists, collectors and dealers on acquisitions; correspondence with dealers, donors, collectors and artists; conservation; and examination reports. *Program Record Number:* NGC NGA 005

Artists' Files

Description: Information on artists – biographies, exhibitions and places where they have exhibited their works; and correspondence. *Program Record Number:* NGC NGH 140

Conservation

Description: Information on the conservation and preservation of artifacts, including prevention of deterioration through care and maintenance, suitable physical environment for storage and correct handling and packaging procedures for transportation. *Topics:* Conservation of works of art – National Gallery collection; examinations, inspections, restorations, analysis of pigments, varnish and lacquer; damages to paintings and works of art on loan; architectural conservation; L'Assemblée nationale du Québec; conservation procedures for sculptures, paper-deacidification, thermo paper, ageing; and safety of prints and drawings. ***Program Record Number:*** NGC NGI 160

Exhibitions, Expositions and Fairs

Description: Information on: permanent, travelling and special exhibitions, policy, exhibit planning and proposed exhibitions; Ottawa exhibitions; correspondence with lenders and inter-office correspondence dealing with the planning of exhibitions and catalogues; international and travelling exhibitions between 1959 and the present; exhibitions of prints and drawings; and aspects of exhibiting, exhibit planning and proposed exhibitions. *Topics:* Schedules of exhibition programs; extension services; proposed exhibitions; publicity and advertising; invitations; special exhibitions; offers and suggestions for exhibitions; exhibitions in Canada and foreign countries; National Gallery involvement in exhibitions organized by other organizations; proposed exhibitions refused; in-house collection-generated exhibitions; lighting for exhibitions in galleries; schedules of exhibition programs. ***Program Record Number:*** NGC NGB 020

Loans

Description: Information on: incoming and outgoing loans for exhibitions, government residences, ministers' offices; loans of National Gallery works of art to government departments and museums, universities and institutions in Canada and abroad. *Topics:* Policy; loans approved and rejected to museums and galleries around the world; loans to government; restricted loans list; general correspondence and policy; Canadian loans – approved and rejected; non-Canadian loans – approved and rejected; war art; and loans for exhibitions. ***Program Record Number:*** NGC NGC 040

Operations

Description: Information on: the general operations of the National Gallery of Canada; on the general operation of the Museum of Contemporary Photography. *Topics:* Movement of works of art; chemicals; lining techniques technical studies; insurance safety; steps used in the preparation of opaque cross-section. Policy; prints and drawings; corporate sponsorship; curatorial operations; special events; movement of photographs. ***Program Record Number:*** NGC NGD 060

Photographic Services

Description: Information on: the gallery's photographic services; registration; education services; education policy; audio-visual. *Topics:* Technical photography; acquisitions; procedures; colour transparencies. ***Program Record Number:*** NGC NGF 100

Publications

Description: Information on various aspects of publications activities at the National Gallery of Canada; National Gallery publications for exhibitions and collections during the years before 1958 and between 1959 and the present; general information on books and publications and on various aspects of publication activities at the Canadian Museum of Contemporary Photography. *Topics:* Policy; permanent catalogue project; copyright and reproduction rights; bilingualism in publications; bulletins; journals; Canadian Artists series; catalogues for National Gallery collections; exhibition catalogues; acquisitions of books and other publications; submissions to outside publications; publications of the National Gallery; Bulletin No. 9; restoration and conservation laboratory journal; exhibitions, photography, printing and typesetting, purchases and sales; discounts; price evaluation; distribution lists; policy; copyright and reproduction rights; regular newsletter; mailing list. ***Program Record Number:*** NGC NGG 120

Research

Description: Research files on exhibitions the curators have organized; individual research dossiers for art objects in the collections of the National Gallery; information on: the various processes used in photographic reproduction; on aspects of research and researchers; on collection content and the photographers; and library. *Topics:* Canadian paintings, sculpture, decorative arts; Royal Canadian Academy Diploma works; non-Canadian paintings, sculpture, decorative arts; Asian art; videotapes and films; computer image processing; biographical files; subject card index for photographs in collection; and books, periodicals and catalogues relating to photography. ***Access:*** These files are located in the office of the Curator of Historic Canadian Art. ***Program Record Number:*** NGC NGE 080

Personal Information Banks

Collections

This bank has complete information pertaining to the collection of objects by the National Gallery of Canada. The information regards individuals with which the National Gallery of Canada deals, in relation to collecting. The purpose is to maintain complete information about objects collected or collectable by the National of Canada. The information is classified by objects. It is used to determine the value of objects for income tax or insurance purposes. ***Bank Number:*** NGC PPU 005

Contract Files

Description: The purpose of this bank is to keep a record of all personal and professional service contracts entered into by the National Gallery of Canada. It contains information such as the request for service by the manager, the original contractual document, and reasons for not authorizing payment if the terms of the contract have not been met. Active files are kept within the Materiel Management Division. ***Class of Individuals:*** Information relates to individuals from the private sector under contract for services to NGC. ***Purpose:*** For contracting services. ***Consistent Uses:*** To maintain information on all service contracts entered into by NGC. ***Retention and Disposal Standards:*** Six fiscal years, then destroyed. ***Bank Number:*** NGC PPU 010

Individual Requests Under the Privacy Act

Description: This bank contains formal requests made by individuals under the Privacy Act for access to personal information about them, the replies to such requests and all records relating to their processing. If applicable, includes information on exemptions claimed, complaints received, reports and recommendations of the Privacy Commissioner and litigation in the Federal and Supreme Courts. ***Class of Individuals:*** Individuals requesting information under the Privacy Act. ***Purpose:*** For processing such requests and for compiling statistics relating to them. ***Retention and Disposal Standards:*** Two years after last action. ***Bank Number:*** NGC PPU 020

Requests from Federal Investigative Bodies
Description: Contains requests for personal information made pursuant to paragraph 8(2)(e) of the Privacy Act by federal investigative bodies, the replies to such requests, the records of information disclosed, any correspondence with the Privacy Commissioner and all records relating to the processing of the requests. ***Class of Individuals:*** Individuals being investigated by federal investigative bodies. ***Purpose:*** To meet the requirements of the Act. ***Consistent Uses:*** Compiling statistics relating to requests from federal investigative bodies. ***Retention and Disposal Standards:*** Two years after last action. ***Bank Number:*** NGC PPU 030

Requests Under the Access to Information Act
Description: Contains formal requests made under the Access to Information Act by individuals for access to records, the replies to such requests and all records relating to their processing. If applicable, includes information on exemptions claimed, interventions of third parties, complaints received, reports and recommendations of the Information Commissioner and litigation in the Federal and Supreme Courts. ***Class of Individuals:*** Individuals requesting information under the Access to Information Act. ***Purpose:*** To process requests. ***Consistent Uses:*** Compiling statistics relating to the administration of the Act. ***Retention and Disposal Standards:*** Two years after last action. ***Bank Number:*** NGC PPU 040

Classes of Personal Information

Some NGC files summarized in the Program Records contain personal information which is not used in a decision-making process directly affecting the individual to whom it relates. Examples are inquiries about NGC collections, programs and services, information and advice given to individuals by NGC employees about museums and museum objects, and information about individuals in documents relating to grants or proposed grants to institutions.

These classes of personal information are kept on the relevant subject files and are not identifiable by name of the individual or other personal identifier. To retrieve these classes of personal information, the NGC would need as much detail as possible about the subject matter, the geographic location and the time the information would have come to the NGC.

The retention periods for these classes of personal information are the same as those for the subject files containing the information.

Manuals

- Collection Policy
- Conservation Policy
- Print Publications Policy
- Public Programming Policy

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Gallery, its components, and its various programs and functions may be directed to:

Communications and Marketing
National Gallery of Canada
380 Sussex Drive
P.O. Box 427, Station A
Ottawa, Ontario
K1N 9N4
(613) 990-1935

Reading Room

The Corporation's library has been designated under the Access to Information Act as a public reading room. The address is:

Library
National Gallery of Canada
380 Sussex Drive
Ottawa, Ontario

National Library of Canada

Chapter 74

General Information

Background

The National Library of Canada, created in 1953, operates under the National Library Act (1969) and its amendments, and enforces the Legal Deposit Regulations (1969). It is a branch of government having the rank of a department and reports to Parliament through the Minister of Communications. The National Library serves Canada from Ottawa.

Responsibilities

The National Library ensures that the published heritage of Canadian people is preserved and made accessible to everyone through the country's libraries.

To fulfil its responsibilities the Library collects and promotes the Canadian literary heritage in its broadest sense. This includes listing the nation's publications to facilitate their retrieval, availability and use; providing reference, information, referral and document delivery services to support similar services provided by other Canadian libraries, with special emphasis on Canadian-related subjects; making known the written heritage of the nation through a cultural events program; and facilitating the use of the nation's total library resources by coordinating and participating in national and international programs for sharing information on publications and for identifying and supplying needed documents on interlibrary loan.

Legislation

- Legal Deposit Regulations (1969)
- National Library Act (1969)

Organization

The National Librarian has the status of a deputy head and is advised by the National Library Advisory Board and other specialized committees.

■ Administration Branch

Federal Libraries Liaison Office: Serves as the main communication link between the National Library and other federal libraries. It gives the many federal departmental, branch and agency libraries across Canada a continuing contact with the National Library on administrative, operational and planning matters, and promotes joint projects among libraries of the federal government. It also serves as the permanent secretariat of the Council of Federal Libraries, which advises the National Librarian on library services in the federal government.

Publications and Marketing Services Office: Assists the National Library staff by advising on communications plans and policies, publicizing the Library's activities through an active publications program; and coordinating an advertising program.

Public Programs and Cultural Events Office: Coordinates a program of cultural events to promote the public image of the National Library and its role in the Canadian cultural heritage. It administers cultural exhibitions in Canada and abroad to make known the National Library collections to the public; conducts visits to the various branches of the National Library; and organizes concerts, lectures, authors' readings and film screenings that are in keeping with the objectives of the National Library. It coordinates welcoming activities and special events related to its participation in international conferences.

Planning Office: Responsible for departmental planning, preparation of central agencies planning documents and policy development for the Library.

■ Acquisitions and Bibliographic Services Branch

Under the Book Deposit Regulations of the National Library Act, the Branch receives and registers publications issued in Canada. The Branch also acquires books about Canada or by Canadians published abroad. In addition, it is involved in procuring for the National Library non-Canadian library materials in support of Canadian studies, library development and resource sharing by purchase, gift and exchange. Surplus library materials from Canadian libraries are collected and exchanged through the Canadian Book Exchange Centre in Ottawa. The Canadian Theses Service publishes and sells microform copies of graduate theses accepted by participating Canadian universities.

The Branch compiles and publishes the current and retrospective versions of the national bibliography, Canadiana, as well as a bilingual list of headings for corporate and personal authors' names used in the bibliography. It publishes a list of Canadian subject headings in English and co-publishes a list of subject headings in French; coordinates the Canadian Cataloguing-in-Publication program; compiles and publishes a bibliography of Canadian theses; distributes machine-readable cataloguing records for Canadian and foreign publications; and assigns International Standard Serial Numbers (ISSN) and International Standard Book Numbers (ISBN) to Canadian publications. It contributes to the development of national and international cataloguing standards; contributes cataloguing records for Canadian serials to CONSER, a machine-readable database of serial records; publishes CONSER Microfiche, a bibliography of serials; and catalogues material for the National Library's collections.

■ Public Services Branch

The Branch is responsible for providing a location and interlibrary loan service and a reference and information service, both automated and manual, to libraries, researchers and the general public. Special advisory services are offered in children's literature, music, library and information science, and library services for disabled persons. The Branch maintains the National Library's Union Catalogue (monographs and serials) on the DOBIS database to support interlending services in Canada, and from this database produces the following products: the Union List of Serials in the Social Sciences and Humanities Held by Canadian Libraries, the Union List of Canadian Newspapers; and the Union Catalogue of Library Materials for the Handicapped. It also provides service from the National Library's collections, including official publications, serials, reference, music, rare books and literary manuscripts, Canadian newspapers and the Canadian Indian Rights Collection. Through the Multilingual Biblioservice, library materials in the non-official languages in Canada are acquired and disseminated through Canadian public libraries. The Branch maintains the secretariat for the Advisory Group on National Library Services for Disabled Persons.

■ Information Technology Services Branch

The Branch consists of the following units: Management Services, User Support, Systems Maintenance and Operations, Information Analysis and Standards, Systems Development and Systems and Telecommunications Support.

The Branch plans, develops, and operates information systems to support the program requirements of the National Library. It administers corporate policies for information resource management, provides systems and technology support to external clients, and provides leadership and coordination in the development of nation-wide library and information networking through research, standards development and promotion. The Branch operates and enhances DOBIS (Dortmunder Bibliothekssystem), an on-line library-shared database management system. It also provides leadership in the development of automated systems that can be used widely by Canadian libraries and provides advisory services to Canadian libraries that are developing automated systems.

Information Holdings

Program Records

Acquisitions

Description: Information on the acquisition of Canadian and non-Canadian library material by the National Library; also surplus library materials made available for distribution to Canadian libraries through the Canadian Book Exchange Centre. *Topics:* Compliance with the National Library Act; assignment of International Standard Book Numbers (ISBN); government publishers; government documents published; Canadian authors; gifts and deposits of library materials; purchase of library materials – order requests and orders received; bookbinding services. ***Program Record Number:*** NLC ABS 030

Anglo-American Cataloguing Rules (AACR)

Description: Information on the development and revision of the Anglo-American Cataloguing Rules and the work of the Joint Steering Committee (JSC) for the revision of AACR. *Topics:* AACR 1st edition; AACR 2nd edition; JSC meetings. *Access:* AACR files arranged by edition and chapter number; JSC meetings by JSC numbering system. ***Program Record Number:*** NLC ABS 060

Canadian Theses

Description: Information on the National Library service of micro-publishing theses accepted at Canadian universities. *Topics:* Acquisition of theses; filing; sales. *Access:* Files arranged by author. ***Program Record Number:*** NLC ABS 035

Cataloguing Programs

Description: Information on the National Library's cataloguing operations. *Topics:* Cataloguing policies; workflow studies; National Library catalogue study project; processing time analysis system; performance measurement system; pre-1950 bio-bibliograpical file (information on some pre-1950 Canadian authors and titles). *Access:* Statistical records related to the processing time analysis system and performance measurement system are in machine-readable form. ***Program Record Number:*** NLC ABS 050

Cataloguing-in-Publication

Description: Information on the Cataloguing-in-Publication (CIP) program whereby Canadian books are catalogued prior to publication and the cataloguing information is printed in the book at the time of publication. *Topics:* CIP agent library contracts; CIP planning documents; foreign CIP programs; CIP statistics; CIP workflow studies; CIP publicity; completed CIP application forms from publishers. *Access:* Application forms arranged by publisher. ***Program Record Number:*** NLC ABS 040

Children's Literature

Description: Information on children's literature and libraries; book lists by country and subject; slide collection of illustrations in Canadian children's books by illustrator, title and date of book; poster collection with access by author, title and subject; archival IBBY (International Board on Books for Young People). *Topics:* Book selection in school libraries; current Canadian children's books; illustrations; bilingual books; other languages; comic books; professional literature; records; braille books; children's writing; periodicals. *Access:* Material filed by subject; children's book collection by author, translator, illustrator, title, series, chronology, children's writings, books in braille, books with records, books in languages other than English or French, and award-winning books; textbook collection accessed by author, translator, illustrator, title, series, chronology and place; and correspondence files. *Program Record Number:* NLC PSB 115

Council of Federal Libraries Secretariat

Description: Information on meetings, workshops, projects, publications of the Council of Federal Libraries and its action committees and working groups, and other activities related to its function of assisting the National Librarian in coordinating federal library services. *Topics:* Meetings – Council, steering committee, action committees and working groups; workshops BF copyright, fees for services, automation; elections of steering committee members; publishing plans and publications BF information series packages, liaison newsletters, annual reports. *Program Record Number:* NLC ADM 010

Federal Libraries Liaison

Description: Information on the promotion of co-operative projects, management consulting to evaluate the effectiveness and efficiency of library services, promotion of standards for library methods and procedures, and development of integrated federal government library services. *Topics:* Federal library studies; surveys; co-operative projects for the organization of federal libraries; operational problems; indexing systems; cataloguing practices; automation; collections; personnel strength; fees for library services; bulk purchasing; network planning and developments; Federal Libraries Liaison Office publications; and library delivery service. *Program Record Number:* NLC ADM 005

Indian Rights

Description: Manuscripts, theses, research papers, official documents, published and unpublished material necessary for the conduct of original research into the historical and legal basis for Indian claims. *Topics:* Native claims in Canada with comparative materials for the United States, Australia and New Zealand; legislation pertaining to Indian claims. *Access:* Author, title, subject. *Program Record Number:* NLC PSB 105

Information Analysis and Standards

Description: Information on the development of corporate data models, information architectures, and reference models for information processes; development and maintenance of data definitions and administration of the Library's corporate data policies and procedures; development and maintenance of information technology standards for internal use and for dissemination at national and international levels; dissemination and promotion of information management policies and procedures by the Library. *Topics:* Systems development projects, DOBIS System management standards, network-development. *Program Record Number:* NLC ITS 160

Interlibrary Loans

Description: Information on interlibrary loan requests and on libraries which use the National Library's interlibrary loan system, including name and type of library, address, interlibrary loan charging policies. *Storage Medium:* Automated database, tape. All data can be accessed. *Program Record Number:* NLC PSB 140

International Standards Organization (ISO)

Description: Information on the work of various committees and subcommittees of the International Standards Organization on bibliographic and related standards. *Topics:* Technical committees and working groups concerned with standards for documentation, terminology and bibliographic description (ISO/TC46 and its subcommittees). *Access:* Files arranged by ISO committee and work item number.Identify number of ISO committee. *Program Record Number:* NLC ABS 055

Library and Information Science Reference Material

Description: Information on topics of interest to the Canadian library community: library-related subjects; libraries; librarians; library associations; library schools; meetings; library equipment and monograph; documents drawn from a clipping service, periodicals scanned in the Library Documentation Centre, and a variety of published and unpublished papers. *Topics:* Recent developments in libraries, including Canadian library science research; automation of library operations; development of bibliographic databases; union catalogues; library administration; collections management; microcomputers in libraries; national libraries and systems. *Access:* Files arranged by subject group or by name of librarian, library or association. From January 1986 subject citations are stored on hard disks. *Program Record Number:* NLC PSB 095

Library Service for Disabled Persons Reference Material

Description: Information on topics of interest to Canadian libraries serving disabled persons. *Topics:* Library services, library programs, physical access to libraries, technical aids. *Access:* Subject, library. *Program Record Number:* NLC PSB 100

Library Services in Non-official Languages

Description: Correspondence on library services in non-official languages and files of press clippings on multiculturalism and ethnic groups. *Topics:* Library services to ethno-cultural communities; multiculturalism. *Access:* Files arranged by subject and ethnic group. *Program Record Number:* NLC PSB 130

Literary Manuscripts

Description: Biographical files, mainly composed of clippings on authors whose papers are held by the Library; files on literary papers in other institutions. *Program Record Number:* NLC PSB 135

Machine-Readable Cataloguing (MARC)

Description: Information on the development of standard formats for machine-readable cataloguing information in Canada and other countries. *Topics:* Canadian MARC (CAN/MARC) format; United Kingdom MARC (UK/MARC) format; Library of Congress MARC (LC/MARC) format, etc. *Program Record Number:* NLC ITS 065

Management Services

Description: Information on formulating information technology policy and plans; documenting policy decisions, maintaining up-to-date planning documents, developing systems assurance procedures and monitoring their application with ITS. *Topics:* Business and information technology planning, establishment of policies, standards and procedures in the area of information technology, systems assurance, development and maintenance of high level architectures, training requirements in Open System Interconnection (OSI) and merging technology, charging policy, copyright. ***Program Record Number:*** NLC ITS 145

Music Manuscripts, Sound Recordings, Printed Collection and Reference Service

Description: Lists of manuscript collections and sound recordings, data sheets for Canadiana sheet music published before 1950, finding aids for selected archival collections, files on many aspects of musical Canadiana, and records of Music Division acquisitions by gift, legacy or purchase; microfiche listings for 78 and 45 rpm discs, binders and card catalogue for 33 1/3 discs to 1978 (post 1978 in DOBIS), and binders for wax cylinders and piano rolls; correspondence replying to reference questions related to music; grey literature and ephemera relating to musical Canadiana. ***Topics:*** Manuscript collections; sound recordings; early Berliner recordings at the National Library; the Dr. André and Pearl Ross Collection of Spoken Sound Recordings; vertical files on Canadian music and musicians; Enclycopedia of Music in Canada information sheets; Canadian sheet music, Canadian concert programs; Canadian musical iconography; Canadian music publishers; Percy Scholes vertical files on British and European music; lists of donors and donations; records of purchases and solicitations for the collection. ***Access:*** Manuscript Collection – files arranged by collection and finding aids by name of collector; List of Manuscript Collections by name and call number. Recorded Sound Collection – unpublished recordings, pre-1969 LPs, cylinders and piano rolls by recording artist, collection and accession number; 78 rpm and 45 rpm discs by performer, composer, title, label, issue, matrix number and permutated title; early Berliner records by catalogue number of manufacturer; Dr. André and Pearl Ross Collection by language and recording personality. Printed Collection – (Sheet Music) data sheets by composer, title, publisher and date of publication. (Ephemera and Vertical Files) alphabetical index to articles on Canadian music and musicians in Canadian periodicals; vertical files on Canadian music and musicians by name of subject, individual, or collectivity (cross-referenced); concert programs arranged by province, city, organization and date; photos of musical Canadiana arranged alphabetically by subject and/or by accession number; dated address file of Canadian music publishers to 1900. Correspondence – correspondence arranged chronologically within a subject. ***Program Record Number:*** NLC PSB 085

National and International Bibliographic Projects

Description: Information on participation in national and international co-operative projects designed to foster the sharing of bibliographic information. ***Topics:*** ABACUS (Association of National Bibliographic Agencies of Britain, Australia, Canada and the United States); Canadian Institute for Historical Microreproductions; DOBIS (bibliographic database); co-operative projects for name and subject authorities; Anglo-American Cataloguing Rules; International Federation of Library Associations and Institutions (IFLA); CONSER (Co-operative ONline SERials) program; International Serials Data System; Universal Bibliographic Control (UBC). ***Program Record Number:*** NLC ABS 045

Public Programs and Cultural Events

Description: Information on cultural events such as exhibitions, concerts, film screenings and tours. ***Topics:*** Production steps – planning, implementation, costs. ***Program Record Number:*** NLC ADM 025

Publications and Marketing Services

Description: Information on publications and information displays. ***Topics:*** Production steps for publications and information displays – procurement requests, contracts for advertising, printing, requisitions and correspondence on particular projects in these and other areas of the division's work. ***Access:*** Files arranged by publication and information display. ***Program Record Number:*** NLC ADM 020

Rare Books

Description: Correspondence and reference files on rare books. ***Topics:*** Rare books; individual rare books; preservation and conservation of library materials. ***Access:*** Files arranged by subject or author. ***Program Record Number:*** NLC PSB 125

Reference and Information Services

Description: Information on National Library holdings of Canadian official publications, and foreign and international publications; newspapers not catalogued on the National Library's automated system; information on Divisional publications; some unpublished bibliographies up to 1974; reference and information questions and related correspondence (including newspapers and official publications); research documentation in Canadian studies and the social sciences and humanities in both manual and automated form; New Reference Books List (monthly); files of materials in order; kardexes for newspapers and official publications, vertical files; finding aids for the collection. ***Topics:*** Canadian studies; social sciences and humanities; government structure; official publications and newspaper formats; arrangement of collections of official publications; laws and regulations; genealogical research. ***Access:*** Card index to government commissions, committees, task forces; newspaper files arranged by place, province, decade; microform masters of serials arranged by titles; microform masters of newspapers arranged by province and city. ***Program Record Number:*** NLC PSB 110

Systems and Telecommunications Support

Description: Information on the provision of computing telecommunication environment to carry out the ITS mandate. ***Topics:*** Capacity planning, systems and telecommunications architectures, proprietary software, technical change management and control, database administration, systems support, telecommunications support. ***Program Record Number:*** NLC ITS 170

Systems Development

Description: Information on the design and development of application systems and their interfaces with protocol-based telecommunications support systems and on the negotiation and administration of contracts associated with system and interface development. ***Topics:*** Development of application systems and production systems, information technology planning (high-level application architecture), maintenance of the NL application architecture, interaction with data administration, systems development methodologies and standards, information technology assessment. ***Program Record Number:*** NLC ITS 165

Systems Maintenance and Operations

Description: Information on the operation of systems developed or acquired for use within the National Library; production control, product support, front-line troubleshooting and monitoring of systems performance; operation of network directory systems, protocol testing facilities and maintenance and minor development of National Library Systems. ***Topics:*** Batch systems control, tape library management, remote job-entry management, National Research Centre liaison, supplier liaison, ITS computing Equipment Support, job performance monitoring, front-line troubleshooting for on-line systems, telecommunications and equipment support, inventory control of telecommunication circuits and equipment, on-line system performance monitoring, maintenance of systems developed by NL, task control and scheduling, troubleshooting batch system, on-line system troubleshooting, and quality control of production programs. ***Program Record Number:*** NLC ITS 155

Union Catalogues

Description: Information on the holdings of libraries in Canada of monographs and serials, including foreign and Canadian official publications, Union Catalogue of Canadian Music Publications to 1950, Union List of Canadian Newspapers, Canadian Union Catalogue of Library Materials for the Handicapped and Canadian Works in Progress. ***Topics:*** Holdings of Canadian libraries; microfilming catalogues of Canadian libraries; locations of Canadian music published up to 1950; Canadian library holdings of special format materials for the disabled; and information on special format works-in-progress. ***Access:*** Files are arranged by author or title for the pre-April 1980 accessions card form; Canadian music publications are arranged by composer, title, publisher and date. ***Storage Medium:*** Accessions received after April 1980 are machine-readable. ***Program Record Number:*** NLC PSB 090

User Support

Description: Information on user documentation, training, set-up, support and communications; coordinating access authorization and service administration for both internal and network system services; promoting ITS services and programs and supporting end-user computing. ***Topics:*** User liaison, assessment, documentation, training, federal library user-computing support service, promotion of NLC Services and programs, services to NLC. ***Program Record Number:*** NLC ITS 150

Personal Information Banks

■ Public Services Branch

Computerized Information Service Records

The purpose of this bank is to record information related to the computerized information service. It contains correspondence, search profiles and records of service charges. The consistent uses of the records in this bank are to monitor the current awareness and retrospective searching services, to verify service requests and search profiles and to prepare necessary statistics. The records are used only by staff of the Computerized Information Service and are retained for the period of subscription to the service, plus two years after cancellation of the subscription. Records are then sent to the National Archives of Canada. ***Bank Number:*** NLC PPU 005

Reference Enquiries

Description: The bank contains requests for reference information and the responses to these requests. ***Class of Individuals:*** Individuals requesting information concerning research to be undertaken through the National Library. ***Purpose:*** The bank was established to verify requests for information or financial charges, survey research use and opinion, and provide additional references when appropriate. ***Consistent Uses:*** The consistent use is to compile statistics. ***Retention and Disposal Standards:*** To be negotiated with the National Archives of Canada. ***TBS Registration:*** 002279 ***Bank Number:*** NLC PPU 015

Research Applications

Description: The bank contains research applications of individuals who wish to use the National Library research facilities. ***Class of Individuals:*** Individuals who wish to use the National Library research facilities. ***Purpose:*** The bank was established to prepare research passes, survey research use and compile statistics. ***Consistent Uses:*** The bank is used to identify research topics and compile statistics. ***Retention and Disposal Standards:*** To be negotiated with the National Archives of Canada. ***TBS Registration:*** 002278 ***Bank Number:*** NLC PPU 010

Manuals

Federal Library Liaison Office

- Council of Federal Libraries By-Laws and Decisions
- Government Library Survey Recommendations, 1974

Acquisitions and Bibliographic Services

- Bibliographic Searching
- Canadiana Acquisitions Division and Legal Deposit Office
- Canadian Cataloguing-in-Publication (CIP) Manual for Agent Libraries
- Canadian International Book Numbering Agency
- Canadian Theses Service Procedures
- Guide to the Work of National Library Collection Unit

- National Library Cataloguing Manual
- Serials Control Unit
- UNISIST: International Serials Data System (ISDS) Manual

Public Services

- Annotations Manual
- Circulation Section Manual
- Communications Manual
- Computerized Information Service Manual
- Desk and Telephone Procedures Manual
- Document Dispatch Section Manual
- How to Search DOBIS: a Guide
- Interlibrary Loan Generic Script User Guide
- Interlibrary Loan Manual
- Level I Location Searcher's Manual
- Level III Location Searcher's Manual
- Library Documentation Centre Procedures Manual
- Location and Lending Services Manual
- Machine Readable Reporting to the Canadian Union Catalogue
- Multilingual Biblioservice General Information and Procedures Manual for Deposit Centres
- Music Division Procedures
- Periodicals Section Manual
- Statistics Manual
- Written Reference Request Manuals

Information Technology Services

- Conspectus Search Service Manual
- DOBIS Authorities: Data Input Conventions
- DOBIS Cataloguing Manual
- DOBIS Data Administration Manual
- DOBIS Data Input Conventions
- DOBIS Searching Manual
- DOBIS User Guide Series: Operator Specific Default
- DOBIS Tailored Full Information Screen Displays
- DOBIS Error Messages and ABEND Codes
- NLNET User's Guide
- DOBIS File Transfer Service
- UCSS Infosystem Guide
- ITS Link
- Systems Assurance Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for information about the services of the National Library should be addressed to a specific branch or service or to a librarian at any public, academic, government or special library in Canada.

Researchers may use the National Library's services at:

395 Wellington Street
Ottawa, Ontario
K1A 0N4

(613) 995-9481

Requests for information about tours of the National Library or about its exhibitions and cultural events should be addressed to:

Cultural Events Office
National Library of Canada
395 Wellington Street
Ottawa, Ontario
K1A 0N4

(613) 993-6618

Reading Room

In accordance with the Access to Information Act, an area on the premises of this institution has been designated as a public reading room. The address is:

395 Wellington Street, 2nd Floor
Ottawa, Ontario.

National Museum of Science and Technology

Chapter 75

General Information

Background

The National Museum of Science and Technology (NMST), a Crown Corporation, was established in 1990 by the Museums Act.

Responsibilities

The purpose of the Corporation, as defined in the Act, is to foster scientific and technological literacy throughout Canada by establishing and maintaining a collection of scientific and technological objects, with special but not exclusive reference to Canada, and by demonstrating the products and processes of science and technology and their economic, social and cultural relationships with society. It consists of three interpretive centres: the National Museum of Science and Technology (SAT), the National Aviation Museum (NAM) and the Agriculture Museum (AGR).

Legislation

- Museums Act, 1990

Organization

■ Directorate

The Directorate is responsible for the direction of the museum and the management of all its activities, resources and outputs. It includes the office of the Corporate Secretary which provides a support function for the Director and the Board of Trustees.

■ Collection and Research

The Collection and Research Branch is responsible for collecting, preserving, recording, understanding and communicating the processes of discovering, creating, inventing, manufacturing and employing science and technology and the effects these processes have on Canadian society.

■ Public Programmes

The Public Programmes Branch is responsible for fostering scientific and technological literacy throughout Canada by demonstrating the products and processes of science and technology, as well as their economic, social and cultural relationships with society, with special, but not exclusive reference to Canada.

■ National Aviation Museum

The National Aviation Museum is responsible for preserving, demonstrating and interpreting for present and future generation the development of Canadian and world aviation, both civil and military and illustrating the past and continuing contribution of aviation to the evolution of the social, economic and built fabric of Canada.

■ Communications and Marketing Branch

The Communications and Marketing Branch is responsible for providing a marketing framework within which to define and promote the museums, and their exhibits, programs, products and services; ensuring a high standard of visitor services; and generating a feeling of stewardship among the public such that supplementary human and financial resources can be generated.

■ Management Services Branch

Management Services is responsible for providing support, functional direction and control to management, and ensuring the Museum operates effectively, efficiently and economically in accordance with legislative requirements, sound business practices and ethical management standards.

Information Holdings

Program Records

Collections and Acquisitions

Description: Information on each individual artifact and its acquisition by purchase, gift, donation and exchanges. *Topics:* Communication and space; Energy and non-renewable resources; Agriculture and Renewable resources; Aviation; Industrial technology; Physical Science and Emerging Technology; Transportation; Domestic Technology. ***Program Record Number:*** STM STA – 005

Communications and Marketing

Description: Information on various activities regarding Communications and Marketing. *Topics:* Marketing; promotion; advertising along with fund raising, sponsorship, volunteers; memberships and visitor services programs. ***Program Record Number:*** STM STA 010

Conservation

Description: Information on the conservation and preservation of artifacts, prevention of their deterioration through care and maintenance, provision of a suitable physical environment for storage, and control of correct handling and packaging procedures for their transportation. *Topics:* Communication and Space, Energy and non-renewable resources; Agriculture and Renewable resources; Aviation Industrial technology; Physical Science and Emerging Technologies; transportation; domestic technology. ***Program Record Number:*** STM STA 015

Exhibition

Description: Information on exhibition, information collection and public opinion research. *Topics:* Correspondence relating to the proposal and the planning of permanent, temporary, travelling and visiting exhibitions. *Program Record Number:* STM STA 020

Loans

Description: Information on incoming and outgoing loans for exhibitions and for special events. *Topics:* Communication and space; Energy and non-renewable resources; Agriculture and Renewable resources; Aviation; Industrial technology; Physical Science and Emerging Technology; Transportation; Domestic Technology. *Program Record Number:* STM STA 025

Personal Information Banks

Collections

Description: This bank has complete information pertaining to the collection of objects by the National Museum of Science and Technology and the National Aviation Museum. *Class of Individuals:* Individuals with which the National Museum of Science and Technology deals, in relation to collecting. *Purpose:* To maintain complete information about objects collected or collectable by the National Museum of Science and Technology and the National Aviation Museum. The information is classified by objects. *Consistent Uses:* Determination of value of objects for income tax or insurance purposes. *TBS Registration:* 001678 *Bank Number:* STM PPU 005

Contract Files

Description: The purpose of this bank is to keep a record of all personal and professional service contracts entered into by the Corporation. It contains information such as the request for service by the manager, the original contractual document, and reasons for not authorizing payment if the terms of the contract have not been met. Active files are kept within the Management Services Record Office. *Class of Individuals:* Information relates to individuals from the private sector under contract for services to NMST and NAM. *Purpose:* For contracting services. *Consistent Uses:* To maintain information on all service contracts entered into by NMST and NAM. *Retention and Disposal Standards:* Six fiscal years, then destroyed. *TBS Registration:* 000377 *Bank Number:* STM PPU 010

Individual Requests Under the Privacy Act

Description: This bank contains formal requests made by individuals under the Privacy Act for access to personal information about them, the replies to such requests and all records relating to their processing. If applicable, includes information on exemptions claimed, complaints received, reports and recommendations of the Privacy Commissioner and litigation in the Federal and Supreme Courts. *Class of Individuals:* Individuals requesting information under the Privacy Act. *Purpose:* For processing such requests and for compiling statistics relating to them. *Retention and Disposal Standards:* Two years after last action. *TBS Registration:* 001680 *Bank Number:* STM PPU 030

Mailing Lists

Description: This bank contains the names, addresses and telephone numbers, organized by areas of specialities or interest. *Topics:* Public, media, academics, professionals, museological associations, etc. *Purpose:* To communicate and promote our Museums programs, services and special activities. *Consistent Uses:* To inform and distribute materials to individuals and groups of interest. *Retention and Disposal Standards:* Disposed of when requested to change of address and returned mail no longer meet the purpose for which it was collected. *TBS Registration:* 002769 *Bank Number:* STM PPU 015

Requests from Federal Investigative Bodies

Description: Contains requests for personal information made pursuant to paragraph 8(2)(e) of the Privacy Act by federal investigative bodies, the replies to such requests, the records of information disclosed, any correspondence with the Privacy Commissioner and all records relating to the processing of the requests. *Class of Individuals:* Individuals being investigated by federal investigative bodies. *Purpose:* To meet the requirements of the Act. *Consistent Uses:* Compiling statistics relating to requests from federal investigative bodies. *Retention and Disposal Standards:* Two years after last action. *TBS Registration:* 000379 *Bank Number:* STM PPU 025

Requests Under the Access to Information Act

Description: Contains formal requests made under the Access to Information Act by individuals for access to records, the replies to such requests and all records relating to their processing. If applicable, includes information on exemptions claimed, interventions of third parties, complaints received, reports and recommendations of the Information Commissioner and litigation in the Federal and Supreme Courts. *Class of Individuals:* Individuals requesting information under the Access to Information Act. *Purpose:* To process requests. *Consistent Uses:* Compiling statistics relating to the administration of the Act. *Retention and Disposal Standards:* Two years after last action. *TBS Registration:* 000378 *Bank Number:* STM PPU 020

Classes of Personal Information

Some NMST and NAM files summarized in the Program Records contain personal information which is not used in a decision-making process directly affecting the individual to whom it relates. Examples are inquiries about NMST and NAM collections, programs and services, information and advice given to individuals by NMST or NAM employees about museums and museum objects.

These classes of personal information are kept on the relevant subject files and are not identifiable by name of the individual or other personal identifier. To retrieve these classes of personal information, NMST and NAM would need as much detail as possible about the subject matter, the geographic location and the time the information would have come to the SAT or NAM.

The retention periods for these classes of personal information are the same as those for the subject files containing the information.

Manuals

- Collection and Research
- Communications and Marketing
- Public Programmes

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Corporation, its components, and its various programs and functions may be directed to:

Communications and Marketing
National Museum of Science and Technology
1867 St. Laurent Boulevard
P.O. Box 9724, Ottawa Terminal
Ottawa, Ontario
K1G 5A3

(613) 991-3046

Reading Room

The Corporation's libraries have been designated under the Access to Information Act as public reading rooms. The addresses are:

Library
National Museum of Science and Technology
2380 Lancaster Road
Ottawa, Ontario

Library
National Aviation Museum
Building 194, Rockliffe Airport
Ottawa, Ontario

National Parole Board

Chapter 76

General Information

Background

The National Parole Board, part of the Criminal Justice system, was created by the Parole Act in 1959.

Responsibilities

The National Parole Board (NPB) is an independent, administrative agency within the federal Department of the Solicitor General. In accordance with the provisions of the Parole Act and other relevant statutes, the Board grants, denies and controls the conditional release of inmates from federal institutions and (with the exception of the granting of temporary absences) from provincial institutions in those provinces without a provincial parole board (the provinces of Quebec, Ontario and British Columbia have their own provincial parole boards). The Board also has the authority to order the detention of inmates past their presumptive release date in certain circumstances. The Board makes recommendations to the Solicitor General of Canada for the exercise of the Royal Prerogative of Mercy and for the granting or revocation of pardons under the Criminal Records Act.

In order to satisfy these responsibilities, the Board creates and maintains individual case files on people who are subject to its decisions. The personal information is collected from individuals themselves and a wide variety of sources: courts, law enforcement agencies, the Correctional Service of Canada, provincial correctional authorities, other federal departments, medical authorities, private after-care agencies, and the general public. This information is contained in the Parole Case Files information bank and the Clemency Case Files information bank. Statistical information drawn from these two banks is stored electronically in the Board's EDP System (APIS). In addition to these two banks and the standard employee information banks, the Board has banks containing correspondence sent by or to individuals requesting access to their files under the Privacy Act or to government records under the Access to Information Act.

Legislation

- Criminal Code
- Criminal Records Act
- Parole Act and Regulations
- Penitentiary Act
- Prison and Reformatories Act

Organization

Chairman and Vice Chairman

The Chairman is the Chief Executive Officer, responsible for all National Parole Board matters. Reporting directly to the Chairman are the Vice Chairman; the Senior Board Members in the Board's regional offices in Moncton, Montreal, Kingston, Saskatoon, and Abbotsford; the Legal Services Unit; the Executive Director; the Executive Secretary; and the Director General, Policy, Planning and Research.

Executive Director

The Executive Director is the Chief Operating Officer of the Board, responsible for the orderly management of Board activities and resources in direct support of the decision-making operations of the Board. Reporting directly to the Executive Director are the Regional Directors of the Board's regional offices, who are responsible for the administration of decision support activities of the Regional Office; Financial and Administrative Services; Human Resources Services; and the Clemency and Pardons Division, which processes applications under the Criminal Records Act and the Royal Prerogative of Mercy.

Executive Secretary

The Chairman's secretariat is responsible for public information programs, media relations, the training and development for Commissioners, Access to Information and Privacy Unit, the Special Case Inquiry Unit, the Appeals Unit and the Correspondence Unit.

Director General of Policy, Planning and Research

The Director General is responsible for the development of the Board's policies, planning and research with regard to policies and programs. Reporting directly to the Director General are: the Director, Evaluation, Audit and Statistics Unit; the Director, Operational Policy Unit; the Director, Research and Strategic Planning Unit; and the Director, Information Systems and Services.

Information Holdings

Program Records

Access to Information and Privacy Activities and Policies

Description: Information on National Parole Board policies and procedures regarding the Access to Information Act and the Privacy Act. *Topics:* Policy, procedures and report files; access to information and privacy information bank files; updates to Info Source; liaison with other government departments; policies and procedures governing access to and release of information and the application of exemptions; statistics and activity reports. ***Program Record Number:*** NPB NPB 050

Clemency – Criminal Records Act

Description: Information on inquiries and investigations in response to requests for pardon under the Criminal Records Act. ***Topics:*** Eligibility; hearings and submissions; investigations; notifications. ***Program Record Number:*** NPB NPB 015

Clemency – General

Description: General information related to clemency. ***Topics:*** Legal matters; statistics. ***Program Record Number:*** NPB NPB 010

Clemency – Royal Prerogative of Mercy

Description: Information on inquiries and investigations in connection with any request made for the exercise of the Royal Prerogative of Mercy. ***Topics:*** Inquiries; investigations; amnesty; submissions. ***Program Record Number:*** NPB 020

Operations – General

Description: Information on the general operations of criminal justice correctional matters. ***Topics:*** Criminal records; incarcerations; offenses; inmate management; rehabilitation; research and statistics. ***Program Record Number:*** NPB NPB 005

Parole – Eligibility

Description: Information on the eligibility of inmates to be released on day parole, full parole or temporary absence. ***Topics:*** Parole eligibility after revocation or termination; day parole; temporary absences. ***Program Record Number:*** NPB NPB 030

Parole – General

Description: Information on the release of offenders on parole, mandatory supervision and temporary absences. ***Topics:*** Agreements and exchanges; delegation of authority; inquiries; legal matters; parole boards and systems; quality control; statistics; research and evaluation. ***Program Record Number:*** NPB NPB 025

Parole – Release and Release Programs

Description: Information on aspects of the release of offenders on parole, day parole or temporary absences, as well as terms and conditions of parole. ***Topics:*** Day parole; deportation; programs and projects – general, special, release; temporary absences; terms and conditions. ***Program Record Number:*** NPB NPB 035

Parole – Reviews

Description: Information on the parole decision-making stage. It includes panel hearings or parole reviews to decide whether or not to grant parole or day parole and, if either is granted, the date from which it is to be effective. ***Topics:*** Board reasons – federal and provincial cases; parole by exception; case preparation; hearings; internal reviews; voting; evaluation; reaccreditation of remission. ***Program Record Number:*** NPB NPB 040

Parole Supervision – Violations

Description: Information on the supervision and violation of parole, mandatory supervision, apprehension of the released inmate and recommittal. ***Topics:*** Apprehension and recommittal; forfeiture; mandatory supervision; revocation; supervision; supervision by after-care agencies; Community Residential Centres (CRCs) and Community Correctional Centres (CCCs); suspension; termination; detention past release date. ***Program Record Number:*** NPB NPB 045

Personal Information Banks

Access Requests Files

Description: This bank contains formal requests made by individuals under the Privacy Act and the Access to Information Act, the replies to such requests and information relating to their processing. ***Class of Individuals:*** Individuals requesting access to information under the Privacy Act and the Access to Information Act. ***Purpose:*** This information is used for processing requests made under the Privacy Act and the Access to Information Act. ***Consistent Uses:*** This information may be used for research, statistical, program monitoring and evaluation purposes; it is also used in response to a complaint filed by an individual to the Privacy or Information Commissioner, or in defence against a Court action. ***Retention and Disposal Standards:*** The records are retained for two years after all actions have been completed. ***TBS Registration:*** 000508 ***Bank Number:*** NPB PPU 015

Clemency Case Files

Description: Criminal histories; police and court reports; social, financial, educational, medical and psychiatric histories; appraisals and recommendations from NPB and/or Correctional Service of Canada staff; records of Board members recommendations and related documentation; warrants and certificates; memoranda and letters of other agencies, government departments and the general public; and electromagnetic cassette tapes of hearings with pardon applicants. Social insurance numbers (SIN) are found in this bank in the cases of military personnel who request pardons from the Board, since the Department of National Defence (DND) uses the SIN as a personal identifier for its personnel. Board usage of SINs is dependent on DND usage. ***Class of Individuals:*** Individuals who have applied to the National Parole Board for a pardon under the Criminal Records Act or an act of clemency under subsection 26(2) of the Parole Act with respect to the Royal Prerogative of Mercy or pursuant to the Letters Patent and sections 749 and 750 of the Criminal Code. Records may also contain personal information on individuals other than the individual for whom a file was opened, e.g. the individual's family, friends or representatives. ***Purpose:*** To determine eligibility and suitability for the granting of a pardon or other act of clemency or for revocation of a pardon. ***Consistent Uses:*** To fulfil its legislative mandate, the National Parole Board gathers a great deal of personal information about applicants under its jurisdiction. To obtain the information, it is necessary for the Board to routinely share, when warranted, its information with other sources, including the Correctional Service of Canada, the RCMP, provincial and municipal governments, and members of the general public associated in some way with the individual to whom the information pertains. However, unless the pardon was subsequently revoked, personal information banks containing files of individuals who have been granted a pardon are kept separate and the content cannot be disclosed to any person without the prior approval of the Solicitor General who, before granting such approval, has to be satisfied that the disclosure is desirable in the interests of the administration of justice or for any purpose related to the safety or security of Canada. This information is also used for research, statistical, program monitoring and evaluation purposes, and for the purpose of presenting a defence when court actions are brought against the National Parole Board. Data matching: law enforcement agencies, Correctional Service of Canada and other federal institutions and provincial authorities. ***Retention and Disposal Standards:*** Pardon – for premature requests, files are kept for two years; for discontinued requests, files are kept for two years after the last contact with the applicant; for pardon granted, files are kept to age 70 or one year after the death of the subject is confirmed by the RCMP; for pardon revoked or not granted, files are kept for ten years after a final decision. Royal Prerogative of Mercy – files are kept for a period of ten years following the last administrative action. Once the retention periods are satisfied, clemency case files are either destroyed, or retained by National Archives of Canada if deemed to be of archival or historical value. ***TBS Registration:*** 000507 ***Bank Number:*** NPB PPU 010

Information Disclosed to Investigative Bodies

Description: This personal information bank contains copies of the written requests or Treasury Board forms 350-56(83/2) (Request for Disclosure to Federal Investigative Bodies) forwarded by investigative bodies listed in schedule II of the Privacy Regulations to the National Parole Board under paragraph 8(2) (e) of the Privacy Act. These nation-wide requests are made for the purpose of law enforcement. This bank also contains the replies to such requests and information related to their processing. ***Class of Individuals:*** Individuals who have been involved in investigations under the Criminal Code, federal and provincial statutes or municipal by-laws. ***Purpose:*** This information was compiled in compliance with the Privacy Act to enable the National Parole Board to account for the number of requests under paragraph 8(2) (e) of the Privacy Act. ***Consistent Uses:*** This bank enables the Privacy Commissioner to audit the procedures utilized, as set out in Treasury Board Guidelines .3.7.5. It is used to verify the conditions of information disclosure to federal investigative bodies under paragraph 8(2) (e) of the Privacy Act and to account to the Privacy Commissioner for the number of access requests from investigative bodies received annually. ***Retention and Disposal Standards:*** Information in this bank is retained for two years after a case is resolved. ***TBS Registration:*** 002505 ***Bank Number:*** NPB PPU 020

Parole Case Files

Description: Criminal histories; police and court reports; social, financial, educational, medical and psychiatric histories; progress reports, appraisals and recommendations from staff of penal institutions and parole offices; records of Board decisions and related documentation; warrants and certificates; memoranda and letters from other agencies, government departments and the general public; and electromagnetic cassette tapes of hearings with offenders. ***Class of Individuals:*** Individuals who are serving or who, at one time, were serving a sentence of imprisonment in a federal penitentiary; individuals who are serving or who, at one time, were serving a sentence of imprisonment in a provincial institution and applied for parole to the National Parole Board. These records may also contain personal information on individuals other than the individual for whom a file was created, e.g. the individual's family, friends or representatives. ***Purpose:*** Parole case files are used by the National Parole Board in accordance with the provisions of the Parole Act and other relevant statutes, to determine eligibility and suitability of inmates for full parole, day parole, unescorted temporary absences and, in some cases, escorted temporary absences; to set terms and conditions of all types of conditional releases including mandatory supervision and to review performance on such releases; to consider modifying or reducing conditions of release; to review cases to order detention past their presumptive release date; to consider restoration of earned remission, lost as a result of revocation of parole or mandatory supervision. ***Consistent Uses:*** To fulfil its legislative mandate, the National Parole Board is provided with a great deal of personal information about offenders under its jurisdiction. To obtain the information, it is necessary for the Board to routinely share, when warranted, its information with other sources, including, the Correctional Service of Canada, the RCMP, provincial and municipal governments, and members of the general public associated in some way with the individual to whom the information pertains. In addition, the significant public education role that the Board has to play and the wish to demonstrate to the public the fairness of its decisions, allows the general public, where legitimate reasons exist, to be informed of decisions concerning offenders currently under its jurisdiction as well as the general reasons supporting these decisions. However, the information shared under these circumstances is either factual and/or publicly available, and is general enough to ensure sufficient protection against any invasion of privacy of the individual to whom the information pertains. This information is also used for research, statistical, program monitoring and evaluation purposes, and for the purpose of presenting a defence when court actions are brought against the National Parole Board. Data matching: law enforcement agencies, Correctional Service of Canada and other federal institutions and provincial authorities. ***Retention and Disposal Standards:*** Records are kept for 15 years after Warrant Expiry Date or death of the individual and destroyed thereafter except when they are the subject of criminological research. Records deemed to be of archival or historical value are retained by the National Archives of

Canada. *TBS Registration:* 000506 **Bank Number:** NPB PPU 005

Classes of Personal Information

In the course of conducting the programs and activities of the National Parole Board, categories of personal information may be accumulated which are not included in the personal information banks described in this entry. Such information contains the names, addresses and opinions of individuals corresponding with the Department on general parole matters.

This type of personal information is scattered throughout the general subject files listed in the Program Records and is not used for any administrative purpose which might affect individuals. It is normally retrievable only by identifying the appropriate subject file which may contain documents referencing such personal information.

The retention periods associated with this information are consistent with those associated with the general subject files in which they are stored.

Manuals

- Administrative Agreement between the National Parole Board and the Correctional Service of Canada
- Criminal Records Procedures Manual
- Policy and Procedures Manual
- Treasury Board Interim Policy Guide on Access to Information and Privacy

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Board and its various programs and functions may be directed to:

Communications Division
National Parole Board
340 Laurier Avenue West
Ottawa, Ontario
K1A 0R1
(613) 954-6617

Reading Room

In accordance with the Access to Information Act, areas on the premises of the institutions have been designated as public reading rooms. The addresses are:

Headquarters
Ground Floor
340 Laurier Avenue West
Ottawa, Ontario
(613) 991-2930

Atlantic Region
Terminal Plaza Building
4th Floor, 1222 Main Street
Moncton, New Brunswick
(506) 851-6345

Quebec Region
Guy Favreau Complex
West Tower, 2nd Floor
200 René Lévesque Boulevard West
Montreal, Quebec
(514) 283-4584

Ontario Region
86 Clarence Street
Kingston, Ontario
(613) 545-8351

Prairie Region
6th Floor, Churchill Building
229 Fourth Avenue South
Saskatoon, Saskatchewan
(306) 975-4228

Pacific Region
Room 305, 32315 South Fraser Way
Abbotsford, British Columbia
(604) 854-2468

National Research Council Canada

Chapter 77

General Information

Background

Operating under the National Research Council Act, the National Research Council of Canada (NRC), as the principal research agency of the federal government, carries out a wide spectrum of activities, which includes the performance of scientific and engineering research in response to national, economic and social needs; the provision of direct financial and technical assistance to industry; the establishment and maintenance of standards; the provision of national scientific and technological facilities for industry and the universities; and the operation of a nationwide network of scientific and technical information services.

Responsibilities

In pursuing the above activities, the Council, on occasion, is involved in the collection and use of personal information. Details of those instances where the information is used to make administrative decisions affecting the individual are described under Personal Information Banks – General Public. Persons wishing access to their own records should include their full name and address, and any additional information specified in each information bank. Where no additional information is indicated, only full name and address are required.

Personal information in NRC files that is not used for administrative purposes and is normally neither organized nor retrieved by personal identifiers is outlined in the Classes of Personal Information section.

Legislation

- National Research Council Act

Organization

Executive Offices

The President is the Chief Executive Officer of the National Research Council and has supervision over and direction of the work of the Council. The President is assisted by the Vice-President's responsible for Science, Engineering and Technology, and Biotechnology.

Included in the Executive Offices is the office of the Secretary General/Director General, Corporate Services, which includes the Council Secretariat, Corporate Secretariat, International Affairs, Corporate Planning and Evaluation, Marketing Services, Information, Intellectual Property Services Office, Legal Services, Legal and Statutory Responsibilities and NRC Archives. Responsibility rests with these areas to provide policy and program advice and service in support of NRC's executive, corporate management and Council, administrative services to the governing council and committees of Council, as well as for parliamentary and ministerial services, corporate planning, policy formulation, program evaluation, legal services, internal and external audit, employment equity, conflict of interest, official languages, access to information and privacy legislation, Canadian Human Rights legislation, and archives.

National Research Council Institutes

■ Biotechnology Research Institute

The Biotechnology Research Institute (BRI) conducts research in biochemical engineering, genetic engineering, protein engineering and immunology, in close collaboration with industry, universities and public research agencies. The objective is to establish a strong national program in biotechnology R&D that will have extensive and eventually dominant private sector involvement.

The Institute houses one of the nation's largest facilities for pilot-scale R&D, giving Canadian industry unique access to technical expertise and state-of-the-art equipment. Dozens of projects are in progress with industry and university partners in areas such as biosensor development, vaccine production, anaerobic waste water purification systems, computer programs for protein design, and the culture of plant and mammalian cells.

As mentioned under the Institute for Biological Sciences, BRI works in close collaboration with the Centre for Protein Structure and Design which is co-located in Montreal, on protein engineering and rational drug design research. Both institutes, for example, are studying two drugs under trial in Japan – one for muscular dystrophy and the other for heart patients.

■ Canada Institute for Scientific and Technical Information

The Canada Institute for Scientific and Technical Information (CISTI) is this country's largest technical information resource, servicing industry, governments, universities, and individuals with a need for specialized information. Services are based on a comprehensive collection of published information in science, engineering and medicine.

CISTI provides instant on-line access to Canadian and international scientific and technical data through CAN/OLE.

Its services also include customized literature searches, development of highly specialized databases, reference services and referrals to experts.

CISTI responds to nearly half a million requests for documents annually. Industry is its largest client with government being second, followed by academia and health care facilities.

■ Canadian Institute of Industrial Technology

The Canadian Institute of Industrial Technology provides a complete research environment for technical teams from industry, university, and government for cooperative projects in manufacturing technology in areas such as artificial intelligence and expert systems, computer-integrated manufacturing, and sensor-based robotics. Most research projects are initiated by the partners. Commitments can range from basing an entire operation at the Institute to posting a small research team or a technical group with a specific problem to solve.

Since the official opening of the Institute in 1987, industrial presence has grown steadily, with participation by educational and other research groups enhancing the research capability. Currently, there are some 30 partners.

NRC is examining options for increasing its presence at CIIT including possibilities involving a change in the scientific and technical program.

■ Herzberg Institute of Astrophysics

As a mandated responsibility, the Herzberg Institute of Astrophysics operates and maintains astronomical observatories as national facilities, which are made available to scientists across the country. These are the Dominion Astrophysical Observatory in Victoria and the Dominion Radio Astrophysical Observatory in Penticton, British Columbia. In addition, the Canada-France-Hawaii Telescope atop Mauna Kea in Hawaii, is operated as an international partnership of the National Research Council, France's Centre national de la recherche scientifique and the University of Hawaii, as is the James Clerk Maxwell Telescope, operated by NRC, Britain and the Netherlands, also in Hawaii.

The Institute carries out research in astronomy, solar terrestrial physics, and molecular spectroscopy, and develops new techniques and instrumentation for collecting and assessing data in these fields. Instruments are constructed for space missions as well as ground-based facilities.

As part of the international community, the Institute participates in operating and conducting experiments at major facilities throughout the world, as well as welcoming foreign researchers to the Canadian facilities it manages. Through these cooperative efforts, Canadian scientists both within and outside NRC are provided with the equipment and infrastructure they need including access to international projects and expertise.

■ Industrial Materials Institute

The Industrial Materials Institute contributes to the development and competitiveness of Canadian industry through fundamental and applied research related to the processing and characterization of materials.

The Institute is responsible for major R&D projects dealing with the development of sensors and process control systems, processing and characterization of metals and alloys, ceramics and coatings and industrial polymers and composites. The Institute also develops computer integrated manufacturing processes. The objective is to develop advanced software packages to be applied to the injection, blowing and extrusion of plastics and the die casting of metals and alloys.

The Institute works in close cooperation with the industry, universities, government and private institutions through the creation of clubs, consortia, joint research projects and an industrial advisory board.

■ Industrial Research Assistance Program (IRAP)

IRAP forms the central core of a unique Canadian technology network. The program works with technology partners in universities, colleges, provincial research organizations, federal government and industrial laboratories, industry and professional associations, technical consultants and other research based organizations. IRAP is an integral part of NRC's support for the improved industrial competitiveness, and contributes to the growth of the Canadian economy by increasing the technological competence and awareness of Canadian industry, particularly small and medium sized enterprises.

IRAP supports technology innovation in industrial firms through research, development and adaptation of products, processes and intellectual property. Activities include the provision of technical advice and financial assistance to industrial clients for approved projects. The program is delivered through a network of industrial technology advisors (ITAs) with training in science or engineering. These ITAs, located at many sites across Canada, are employed by NRC or by IRAP partners through contractual arrangements. Regional directors manage the delivery of IRAP in their area, and define networking and partnership strategies appropriate to the specific needs and capabilities of industries in their region.

Liaison to federal government departments and NRC laboratories and other Institutes is provided through the Director General's office located in Ottawa.

■ Institute for Aerospace Research

The Institute for Aerospace Research (IAR) carries out research and development in support of the Canadian aerospace community in matters affecting design, manufacture, performance, use, and safety of aerospace vehicles.

Research activities are directed not only to aeronautical and aerospace projects, but also to programs related to wind engineering, industrial aerodynamics, protection of the environment, and public safety.

Major test facilities are available to outside agencies on a cost-recovery or collaborative basis. These include seven wind tunnels of various sizes and wind speeds, experimental aircraft, facilities for structural and component testing, a Flight Recorder Playback Centre, and flight impact and intense noise facilities. Considerable effort is directed toward development of advanced testing techniques and equipment which attract customers from around the world.

The Institute, the Department of National Defence (DND) and the United States Air Force have now completed the first phase of a five-year project to improve their capability of predicting the dynamic flight behaviour of highly manoeuvrable aircraft, such as the CF-18. Unique capabilities have been developed for high frequency roll and pitch experiments at high angle of attack. IAR and DND, in collaboration with Canadair, Logiscan, McGill University, and the University of Alberta, are developing procedures and experiments for stores clearance and measurements of vortex-driven dynamic forces on tail fins. As well, IAR and Canadair have initiated a major ten-year project on unique aspects of structural fatigue in an attempt to prolong the life of the CF-18.

A major collaborative project with CAE Electronics Ltd. to develop a full-envelope, high-quality mathematical model of Boeing/deHavilland Dash 8 Series 100 aircraft is nearing completion. The model must meet standards for certification in a Phase III, Level D training simulator. Flight testing and data analysis were carried out at the IAR Flight Research Laboratory.

■ Institute for Biological Sciences

The Institute for Biological Sciences carries out generic frontier research in specific areas of biotechnology related to mammalian biosciences that require a multidisciplinary approach, hold good potential for application, and are oriented towards industrial and economic development.

Research areas include novel techniques for the development of better diagnostic and therapeutic agents; unique methodologies for the characterization and modification of proteins for enhanced utility; and the non-invasive study of intact animal and human subjects by magnetic resonance imaging and spectroscopy.

The Institute collaborates with industries, universities, research hospitals, and other government departments.

NRC's Centre for Protein Structure and Design, located at the Institute, is a new national resource for assisting industrial and academic researchers working on enzymes, drugs and pesticides of potential economic significance for Canada. The Centre has an internal research program which supports protein engineering and rational drug design activities at the Institute and at the three other institutes of the biotechnology program.

The Institute's work with Allelix Biopharmaceuticals Inc. of Mississauga, Ontario, on the structure and function of the parathyroid hormone (PTH) is targeted to improved versions of the compound and a cure for osteoporosis, a disease that results in the loss of calcium and breakdown in bone structure.

■ Institute for Environmental Chemistry

The new Institute for Environmental Chemistry, created in June 1990, emphasizes NRC's commitment to environmental-related research and development, and maximizes the impact of this work through extensive collaborations with industrial and government partners.

While NRC researchers work with a number of government agencies in support of regulation and monitoring, they can and do play a special role in efforts to protect the natural environment by assisting industry in meeting this challenge.

The research program of the Institute focuses on ways to help industry reduce the use of hazardous materials and improve methods for their control and destruction. The Institute will also improve databases and help spread information on clean technologies. The program is divided into three main areas: environmental protection science, process technology, and environmental measurement science.

■ Institute for Information Technology

NRC's programs in computer systems and information technologies have been grouped together to form the new Institute for Information Technology, to increase the profile and impact of NRC's work in this area.

The Institute's program includes work in software technology, focusing on software engineering and knowledge-based systems, and systems technology, in the areas of autonomous systems and systems integration. Collaboration with the industrial, government and university communities is emphasized.

In the field of software engineering, methods to enhance software reliability and to improve configuration management are being studied. Research directed towards the development of knowledge-based systems, tools, and methodologies has applications in the manufacturing, resource, process, health care, and financial industries.

In the system technology area, research is focused on autonomous systems and system integration. Sensor-based systems, e.g., three-dimensional vision and robotics are being developed. Projects in computer-integrated manufacturing emphasize the integration or information aspects of work planning, scheduling, process planning and modelling, data integration, and standards.

■ Institute for Marine Biosciences

The Institute for Marine Biosciences (IMB) conducts research in the fields of marine biology, biological chemistry, and analytical chemistry. It provides innovative generic research, a marine analytical chemistry standards program, and problem-solving services to a broadly based client and collaborator community.

The Institute's role in marine biotechnology has been expanded to create a program which is national in scope. It now becomes part of NRC's contribution to the national biotechnology effort.

The Institute also operates a regional nuclear magnetic resonance facility.

IMB began a two-year collaboration with Fenwick Laboratories Limited in 1989 to develop analytical techniques for a number of shellfish toxins, in particular, the diarrhetic shellfish poisons (DSPs). Although DSP toxins are common in Japan and Europe, North America's first confirmed incident of DSP poisoning took place in the summer of 1990 in Nova Scotia. Techniques developed by IMB and Fenwick were instrumental in identifying the toxin in just a few hours, thereby preventing another crisis in the fragile shellfish industry. Work continues to extract, isolate, and purify toxins and to refine analytical methods.

■ Institute for Marine Dynamics

The Institute for Marine Dynamics (IMD) conducts research and testing related to vessels and structures for use offshore and in ice-covered waters.

Facilities supporting this research include an Arctic Vessel Research Laboratory consisting of the most capable ice tank in the world and a number of low temperature laboratories. The Institute also operates Canada's largest ship towing tank.

A recent addition to the Institute is a multi-segmented wavemaker system, creating the world's most advanced offshore engineering basin. In the coming years, this facility will be developed to conduct research on safer and more efficient ships, fishing vessels and ocean structures for operation in Canadian and international waters.

The Institute is developing a leading-edge program of computer prediction methods for wave effects on ships and offshore structures. This program will improve the capacity of the Institute by providing complimentary theoretical and physical modelling expertise. The Institute has an active program for transferring this technology to the private sector.

IMD carries out a range of revenue and collaborative research projects in support of Canadian industry, government departments and universities with marine interests. In addition, it conducts a number of projects each year for international clients and is actively pursuing this market as a source of revenue and new technology.

■ Institute for Mechanical Engineering

The Institute for Mechanical Engineering (IME) develops advanced engineering technologies to support three of Canada's most important economic sectors: transportation, manufacturing and resource industries.

The research work consists of six programs: advanced manufacturing technology, combustion and fluids engineering, coastal zone engineering, cold regions engineering, machinery and engine technology, and ground transportation technology.

IME laboratories in Ottawa and Vancouver develop new engineering knowledge and work with Canadian firms to apply this knowledge to specific problems or to develop new technologies to keep Canadian industry competitive.

The Institute operates a number of national facilities for large-scale experimental research which attract collaborators from industry, universities and other government departments. These include test cells for gas turbine and diesel engines, coastal wave basins, an 8MW compressor/exhauster plant, four railway-related facilities for full-scale experiments on locomotives and cars, a tilt table for large trucks, a climatic engineering chamber, a helicopter icing facility, and an icing tunnel.

The Institute works extensively with industrial partners. For example, it is collaborating with Davis Engineering of Ottawa in developing new wave simulation techniques, and with HDRK Mining Research Ltd. (comprising Falconbridge Ltd., Inco Ltd., and Noranda Mines Ltd.) to investigate applications of water jet technology for the pre-weakening of rocks. This research will help the companies make the transition from blasting mining methods to less disruptive and less hazardous mechanical cutting methods in the hard rock foundation of the Canadian Shield.

■ Institute for Microstructural Sciences

The new Institute for Microstructural Sciences, created in June 1990, plays a lead role in the development of new materials and devices for applications in strategic information technologies.

It collaborates with the Canadian industrial community to provide a critical mass in R&D through directed research projects, joint development of key advanced technologies and consulting in product development. Collaboration in the field of microelectronics has brought the Institute together with industry and several universities in the running of NRC's focused ion beam facility. Another consortium, the Solid State Optoelectronics Consortium of Canada, is spurring the development of optoelectronic circuitry and its integration into Canadian industrial activities. A third collaboration is with the Canadian Audio Research Consortium.

The Institute's program encompasses artificially structured materials, devices and processes, device integration, and exploratory applications. In addition, the Institute assists in the development of an expanded technological base through participation in and support of Canadian consortia and through direct interaction with industrial clients and partners.

■ Institute for National Measurement Standards

NRC has a legal responsibility for metrology, the development and maintenance of standards of physical measurements, and has well-established programs in this area.

The newly created (June 1990) Institute for National Measurement Standards draws together all activities related to metrology to provide a basis for the national measurement system of Canada. R&D is aimed at the realization of high accuracy primary standards compatible with those of other countries and at specific applications of measurement techniques, including contract research and development for individual clients, R&D conducted jointly with industrial partners, and R&D in the national interest.

A high accuracy calibration service is provided to industry, universities, hospitals, clinics and other government departments and agencies. A calibration laboratory assessment service (CLAS) is also provided to enable private and government laboratories to become accredited as calibration laboratories and become members of the Canadian Calibration Network. These services give industry easy access to calibrations facilities with traceability to national and international standards.

The Institute maintains active interaction with the international community, represents Canada in its obligation connected with the Convention du Mètre and acts as the Canadian focal point in the field of measurement science. In the light of growing world trade dependent upon measurement standards of international calibre, this Institute will provide an increasingly important national service, building on a foundation of basic research.

■ Institute for Research in Construction

The Institute for Research in Construction (IRC) is the principal research arm of the Canadian construction industry. Working in close collaboration with that industry, it develops and transfers the required technology to build and maintain safe and durable structures at reasonable cost.

The Institute has a broad scope. The research program addresses many of the leading issues that affect the design, construction, operation and maintenance of structures: the performance of materials and systems, the serviceability of structures, human response to indoor environment, fire safety and advanced information technologies. IRC is currently increasing its focus on major emerging research issues such as the environment, infrastructure and rehabilitation.

The Institute provides logistic and technical support for the production of the Canadian model construction codes which serve as the basis for almost all building regulations across the country, and for the Canadian Construction Materials Centre, an expert evaluation service that provides, with the full cooperation of the provinces, a fast track to the market place for innovative products.

In partnership with the industry's own communication networks, the Institute operates an extensive delivery program consisting of direct services for technical information, publications and seminars to ensure that industry has access to information about new and existing technologies and construction science. It also acts as the technology and information resource base for NRC's Industrial Technology Advisors (Construction).

■ Plant Biotechnology Institute

The Plant Biotechnology Institute (PBI) is Canada's national laboratory for advanced research in biotechnologies for higher plants, especially those important in agriculture, forestry, and industrial processing. The Institute focuses on producing new, exploitable biotechnology for Canadian needs, concentrating on techniques of cell and molecular biology, and biological chemistry. Identification of useful genes is a program priority.

PBI's new Transgenic Plant Centre permits large-scale propagation and testing of genetically engineered plants in a year-round facility. (A transgenic plant is one which is genetically engineered with a gene from some other species of plant or other life form.) Consisting of high-specification greenhousing and laboratories, the Centre is used by NRC and industrial teams on a cost-recovery basis. It is expected that more than ten thousand transgenic plants will be assessed this year.

The Institute and BC Research Corporation's Forest Biotechnology Centre in Vancouver are collaborating to conduct new research in conifer tree biotechnology. The four-year program seeks to develop cost-effective plant cloning technology for B.C. spruce, a mainstay of the province's forest industry. Success will help to increase the quality and density of forest stands while maintaining genetic diversity.

■ Research Journals

To promote Canada's international presence in science and technology, NRC offers scientists and engineers from Canada and elsewhere, journals of high quality in which to communicate their work to their peers and other interested communities.

NRC publishes 13 primary Research Journals: the Canadian Journals of Botany, Chemistry, Civil Engineering, Earth Sciences, Forest Research, Physics, Microbiology, Physiology and Pharmacology, Zoology, the Canadian Geotechnical Journal, Biochemistry and Cell Biology, Genome, and Computational Intelligence.

These highly cited publications feature top quality refereeing and excellent technical production, and attract international contributions and subscriptions. Eight rank in the top 13 per cent of the world's science literature as measured by total citations, and the Canadian Journal of Forest Research was ranked the number one journal in the forest category in the 1988 Science Citation Index Journal Citation Report.

■ Steacie Institute for Molecular Sciences

The Steacie Institute for Molecular Sciences was formed in June 1990, and was named in honour of esteemed scientist and former NRC President Dr. E.W.R. Steacie. It is devoted to basic research in molecular science and brings together groups from within NRC for collaborative research with universities, other research organizations, and NRC institutes.

Research programs, which are chosen by peer review, include inorganic chemical dynamics, molecular structure and dynamics, organic reaction dynamics, theoretical chemistry, free radical chemistry, X-ray laser, ultra short pulses, and molecular spectroscopy.

The Institute offers a stimulating and fertile environment for collaborative research, providing an attractive entry point into NRC for young scientists. It is also expected that its programs will attract visiting researchers and graduate students from universities and other Canadian and foreign research organizations.

The Institute contributes scientific knowledge to support and reinforce other NRC programs.

Information Holdings

Program Records

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Executive Offices

General-Use Series

Description: Information on the organization of international conferences – memberships, fees, minutes, annual reports regarding associations and societies; co-operation and liaison activities with universities, institutes, provincial and federal departments and agencies; commercial agreements with provincial research councils and federal government departments; interdepartmental committee correspondence and minutes; research agreements; correspondence, policy and guidelines on the Canadian Human Rights Act, status of women, access to information and privacy, employment equity. *Topics:* Associations, clubs and societies; universities; institutes of technology; international conferences; commercial agreements; provincial governments; federal government departments; interdepartmental committees; Canadian Standards Association; publications; status of women; Canadian Human Rights Act; Access to Information Act and Privacy Act, Employment Equity, Advisory Board on Scientific and Technological Information; Scientific and Technological Information Services; research agreements. ***Program Record Number:*** NRC GEN 750

President's Office

Description: Information on visits, lectures, gifts, interviews; correspondence with the Minister; correspondence and minutes on board memberships. *Topics:* General administration; committee memberships. ***Program Record Number:*** NRC EXE 005

Secretary General / Director General, Corporate Services

Description: Documents on Council membership, meetings and agenda; review and advisory committees of Council; Institute advisory boards; follow-up of Council decisions; and correspondence with the Minister's Office, the Privy Council Office, Members of Parliament and the Senate Committee on Science Policy. Information on international affairs, corporate planning and evaluation, marketing services, information services, intellectual property, legal advice, associate committees and archival material. *Topics:* General administration; National Research Council committees; history and archives; legal services; associate committees; Official Languages, Access to Information and Privacy; Canadian Human Rights Legislation; Employment Equity; coordination and policy aspects of NRC activities in the international domain; responses to enquiries from the media and general public; displays and exhibits; films, audiovisual, graphics, photography, NRC open house. General information on international affairs, corporate planning and evaluation, marketing services, information services, intellectual property. ***Program Record Number:*** NRC EXE 010, EVP 020, 716, and 015

National Research Council Institutes

■ Biotechnology Research Institute

Administration

Description: Correspondence and documents on the operation of the Institute, such as project planning and reports, space, policy planning, program forecasts, travel, seminars, finance, correspondence from external agencies, minutes of Management Committee and Advisory Board meetings. *Topics:* General correspondence, policies, visits, seminars, staffing, training programs, administration and operation of the Institute, finances, budgets, research and development studies, supplies, divisional project management system, equipment, building, committees. ***Program Record Number:*** NRC BRI 135

Operations

Description: Correspondence and documents on the operation of individual laboratories. *Topics:* General correspondence; agreements; tests; projects and sub-projects; contributions; research and development contracts; programs; seminars; guest workers; students; publications; patents; conferences. ***Program Record Number:*** NRC BRI 136

■ Canada Institute for Scientific and Technical Information (CISTI)

Acquisitions

Description: Records contain information related to acquiring publications for the CISTI collection by purchase orders or exchange agreements; automated order systems serials control. *Topics:* Correspondence, invoices, payment records. ***Program Record Number:*** NRC CIS 665

Administration

Description: Correspondence and documents on the operation of the Institute such as project planning and reports; annual planning reviews agreements, finance, personnel. ***Topics:*** Administration (policy, general correspondence, enquiries,administration and operation, lectures and talks, seminars and colloquia, training program, interlibrary delivery systems); CISTI programs and services; translation services; equipment and supplies. ***Program Record Number:*** NRC CIS 660

Branch Libraries

Description: Information on the internal operations of CISTI branches servicing the NRC and on services extended to external organizations. ***Topics:*** Branch libraries (by name) – J.H. Parkin, Environmental Chemistry, National Measurement Standards, Information Technology and Microstructural Sciences, Construction Research, Sussex Drive, Uplands (Ottawa, Ont.), Industrial Materials Research (Montreal, Que.), Dominion Astrophysical (Victoria B.C.), Dominion Radio Astrophysical (Penticton, B.C.), Marine Biosciences, (Halifax, N.S.), Marine Dynamics (St. John's, Nfld.), Plant Biotechnology (Saskatoon, Sask.), Biotechnology, (Montreal, Que.). ***Program Record Number:*** NRC CIS 670

Cataloguing

Description: Information on automated cataloguing systems, computer applications for information services, subject analysis, union lists, cataloguing rules, procedures and standards. ***Topics:*** CISTI operations – policy, general, correspondence, Dortmunder Bibliotheksystem (DOBIS). ***Program Record Number:*** NRC CIS 675

Health Sciences Resource Centre

Description: General correspondence on the centre's information services, resources and the publications it produces. ***Topics:*** Policy; Advisory Committee to the Health Sciences Resource Centre; Health Science Information in Canada: Libraries; Canadian locations of journals indexed for Medline; Health Sciences information in Canada: associations. ***Program Record Number:*** NRC CIS 685

Information Services

Description: Correspondence with tape and database suppliers, and with clients on details of services available, payment procedures, etc.; information on the marketing of CISTI services in Canada, CAN/OLE, CAN/SDI. ***Topics:*** Chemical Abstracts Services; Institute of Scientific Information; publications; CAN/SDI tape services; Reference Department; bibliographic databases. ***Program Record Number:*** NRC CIS 690

Loans, Photocopies and Translations

Description: Correspondence and documents on the provision of loan and photocopy services outside the NRC and information on the availability of scientific translations from foreign languages. ***Topics:*** Information Services – policy, correspondence, loan of CISTI books to outsiders, photocopy service, microfiche copies of technical reports. ***Program Record Number:*** NRC CIS 680

Publications

Description: Information on the preparation, production and ordering of CISTI publications. ***Program Record Number:*** NRC CIS 695

Scientific Numeric Databases

Description: On-line retrieval and analysis of scientific numeric data, tape lease for private use, and customized searches. ***Topics:*** Infra-red spectral data; crystallographic data; thermochemical data; molecular biology data. ***Program Record Number:*** NRC CIS 700

■ Herzberg Institute of Astrophysics

Administration

Description: Correspondence and memoranda pertaining to policies, contracts, contributions, special projects, program forecasts and other administrative matters as they apply to the operation of each laboratory section. ***Topics:*** Administration; general correspondence; enquiries; visits; lectures; talks and papers; review of manuscripts and theses for outsiders; seminars and colloquia; unsolicited suggestions and ideas submitted to HIA; exhibits and displays; research – general; miscellaneous work done for outsiders. ***Program Record Number:*** NRC HIA 335

Distinguished Research Scientist

Description: Information in these files pertains to the Distinguished Research Scientist Section; they also contain general correspondence on molecular spectroscopy. ***Program Record Number:*** NRC HIA 345

Dominion Astrophysical Observatory

Description: Data and general correspondence on astronomy related to observations and research on various stars and galaxies, design, testing and construction of various instruments, optics and sites. ***Storage Medium:*** Photographic plates, computer printouts, magnetic tapes and disks, publications and reprints. ***Program Record Number:*** NRC HIA 350

JCMT Group

Description: Correspondence, memoranda and working papers connected to the topics listed below. ***Topics:*** Policy; millimetre and submillimetre astronomy, James Clerk Maxwell Telescope, SIS receivers, planar arrays; interstellar molecules; long baseline interferometry; long-range planning; meals ad board; instrumentation; application for observing time; data processing. ***Program Record Number:*** NRC HIA 340

Radio Astronomy (Algonquin Radio Observatory, Lake Traverse, Ontario)

Description: Correspondence, memoranda and radio maps. ***Topics:*** General correspondence; operation and administration; fires and fire protection. ***Program Record Number:*** NRC HIA 360

Radio Astronomy (Dominion Radio Astrophysical Observatory)

Description: Correspondence, memoranda and astronomical data. The latter are stored on computer printouts, magnetic tapes and computer disks. *Topics:* General correspondence; operation and administration of the national facility; observing proposals; research concerning the interstellar medium; various other topics in radio astronomy; design and construction of radio telescopes; aperture synthesis techniques. ***Program Record Number:*** NRC HIA 341

Solar-Terrestrial Physics

Description: Correspondence and memoranda related to the currently active and discontinued research programs of the section. *Topics:* Policy; general correspondence; Ottawa River Solar Observatory; solar research; auroral research; auroral radar; airglow; space plasmas in the ionosphere and magnetosphere; aeronomy and upper atmosphere research data; modelling of ionospheric currents and geomagnetic pulsations; cosmic ray research. (Discontinued Topics: meteor research; non-meteoritic sightings; Shuttle and Spacelab experiments.) ***Program Record Number:*** NRC HIA 355 and 365

Spectroscopy

Description: General correspondence and information related to spectroscopic research. *Topics:* Policy; infra-red spectra of molecules; electronic spectra; vibrations in polyatomic molecules; spectra of molecular ions. ***Program Record Number:*** NRC HIA 370

■ Industrial Materials Institute

Administration

Description: Documents on the operation of the individual laboratory sections such as project planning and reports, program forecasts, research and development on industrial materials, travel and seminar information, replies to technical enquiries, and records on technical support – i.e., supplies and equipment, safety committee. *Topics:* Administration; liaison (with associations, industries, foreign countries, universities, federal departments, and provinces); Government Industrial Assistance Programs; finance; budget; operations-general; projects and project evaluations; tests; and technology. ***Program Record Number:*** NRC IMR 380

■ Industrial Research Assistance Program (IRAP)

Central Advisory Service

Description: Replies to enquiries from the manufacturing industry in the areas of chemistry, physics, engineering, electronics, metallurgy, elastomers (plastics and rubbers), the food sciences and environmental sciences; and information on industrial engineering topics such as plant layout, productivity, materials handling, quality control, low-cost automation, production and inventory control and similar topics associated with manufacturing technology. ***Program Record Number:*** NRC IRP 725

Management

Description: Information on program policy, program planning and coordination, policy proposals and evaluations, cost-benefit reviews, industrial surveys, program promotion, program analysis, methods and procedures. *Topics:* Policy; general correspondence; enquiries; cooperation with provincial research organizations; industrial research institutes; provincial and trade associations; IRAP newsletter; program forecasts. ***Program Record Number:*** NRC IRP 705

Program Delivery

Description: IRAP assists Canadian firms to undertake complex, collaborative R&D projects with federal or provincial government laboratories, Canadian universities or with other qualified Canadian or foreign sources of technology. Projects may include any or all stages from conception through to prototype or pilot-plant development. The program helps by identifying science and technology of potential use to the firm, by facilitating the cooperation of the relevant laboratories, and by furnishing some of the necessary funds. Financial support is provided when a project shows excellent commercial promise, but, because of high technical risk, cannot be undertaken by the company unassisted. Laboratory assistance and financial support are provided to work in industry that is designed to allow better identification of a desired product, process or service, advance its development, and expose related economic factors including its likely social and commercial acceptability in the marketplace. IRAP also provides confidential "on site" technical advice and assistance service is designed to help a firm help itself with technology. It consists of the following: (a) helping to define and assess technical needs; (b) finding technical information from appropriate databases or experts, and adapting it to suit the firm's specific technological needs; (c) helping to solve production engineering problems, e.g. plant layout, product quality production and cost control, materials handling, inventory control, methods engineering, value analysis, and industrial design; (d) finding and putting the firm in touch with sources of appropriate technology or expertise, domestic or international; (e) helping the firm to acquire and adapt technology suited to its needs; (f) giving guidance in formulating a R&D project and in preparing and application for IRAP financial assistance; (g) providing information and referral on relevant programs or resources other than IRAP. ***Program Record Number:*** NRC IRP 720 and 730

■ Institute for Aerospace Research

Administration

Description: The files contain material related to the orderly management of all programs and projects in the Institute, contracts and agreements relating to external commitments, correspondence with national and international clients, and material pertaining to IAR involvement in organizations devoted to the aeronautical sciences. *Topics:* Administration – general correspondence, personnel, procurement, national and international agreements and contracts, publications, technical enquiries, programs and projects, planning, conferences, laboratory operations, policy, aircraft accidents, publicity and inventions, security, AGARD, CAARC; research; tests and work done for outsiders. ***Program Record Number:*** NRC IAR 465

Applied Aerodynamics

Description: Information on contracts and agreements with external military and civil agencies; individual projects; documentary material on contract and cooperative research with other departments and agencies; management matters, meetings and conferences. *Topics:* (Active): General correspondence; internal research projects; wind engineering; wind turbines; vehicle aerodynamics; aircraft aerodynamics; dynamic wind tunnel tests; techniques for dynamic testing; oscillatory characteristics of wings and bodies; measurement and modelling of drif in aerial spray of operation; trace vapor dection of explosives, and narcotics; aerodynamics; aircraft aerodynamics. (Inactive) Energy research and development; helium hypersonic wind tunnel; passive dosimeter for UFFI home. ***Program Record Number:*** NRC IAR 480 and 500

Flight Research

Description: Information on design safety, operation and maintenance of fleet aircraft; research and agreements with other agencies; records of projects. *Topics:* (Active): Aircraft policy, general correspondence; airborne detection; advanced navigation systems; aeromagnetics; agriculture and forestry flying; CO2 measurement program; aerial spraying research; flight data recorder playback facility operations; speech research; flight dynamics/flight mechanics research; support for space program; advanced control systems. (Inactive): Cloud physics and arctic haze; crash position indicator, air cushion vehicle research; atmospheric turbulence, infra-red techniques for resource survey; hail suppression; VTOL/STOL projects; lighter-than-air vehicles. ***Program Record Number:*** NRC IAR 470

High Speed Aerodynamics

Description: Files on internal research projects and incoming contracts that contain documentary material, both technical and contractual, that govern the work done under them. Information on contracts and agreements with external military agencies; management matters; meetings and conference. *Topics:* (Active): Policy; general correspondence; travel; conferences; equipment; flow field survey about cones at supersonic speeds; five-foot blow-down wind tunnel; flutter analysis and stores clearance; wings and bodies in transonic flow; computational fluid dynamics; three-dimensional interaction; wind tunnel testing techniques; advanced airfoil development; mechanical high lift systems; viscous flow drag reduction. Inactive: Canadian sounding rockets; two-dimensional augmentor wing study in a five-foot wind tunnel. ***Program Record Number:*** NRC IAR 475

Structures and Materials

Description: Information on internal research, external commitments, agreements with other agencies in government and industry, management matters, meetings and conferences. *Topics:* (Active): Policy; general correspondence; flight loads, fatigue; durability and damage tolerance; acoustic excitation of structures; aerospace applications of metallic and composite materials; structural analysis; structural dynamics; vibration, real-time photogrammetry; impact strength of structures; crack propagation theory of structures. (Inactive): Road accidents study group; orthopedic implants; biomedical materials; Ottawa-Carleton computer traffic control system. ***Program Record Number:*** NRC IAR 490

Unsteady Aerodynamics

Description: Information on research conducted by the laboratory, including documentary material on contract and co-operative research with other departments and agencies. *Topics:* (Active): Dynamic wind tunnel tests; techniques for dynamic testing; oscillatory characteristics of wings and bodies; measurement and modelling of drift in aerial spray operations; trace vapour detection of explosives, and narcotics. (Inactive): Helium hypersonic wind tunnel; passive dosimeter for UFFI homes. ***Program Record Number:*** NRC IAR 500

■ Institute for Biological Sciences

Administration

Description: Documents on the operation of the individual laboratory sections such as project planning and reports, program forecasts, studies in industrial microbiology, travel and seminar information. *Topics:* General correspondence; policy; visits; technical enquiries; administration and operation; technical support – e.g., supplies and equipment, and safety committee. ***Program Record Number:*** NRC IBS 065

Animal Resources

Description: Information on the basic care and health of research animals and on immunological research in relation to animals. *Topics:* General correspondence and policy on animal care and research. ***Program Record Number:*** NRC IBS 075

Bioinformatics (and Simulation)

Description: Correspondence and laboratory notebooks containing information on statistical analysis and mathematical modelling. *Topics:* Biomathematics; statistics; computer modelling; deconvolution. ***Program Record Number:*** NRC IBS 085

Biomedical NMR

Description: Information on research involving the use of NMR imaging and spectroscopy and physiological techniques in studying biomedical problems. *Topics:* Structure and metabolism in whole organs in vivo; cell membranes; metabolism; NMR spectroscopy. ***Program Record Number:*** NRC IBS 120

Cell Systems

Description: Information on control of cell growth, differentiation, and proliferation and cellular factors responsible for the onset of cancer. Correspondence and memoranda relating to recombinant DNA, yeast genetics and protein sequencing. *Topics:* Genetic engineering; recombinant DNA; gene expression; protein secretion; enzyme production. ***Program Record Number:*** NRC IBS 070 and 125

Protein Crystallography

Description: Information on crystal structures, X-ray analyses and protein work. *Topics:* X-ray crystallography; crystallographic computing. *Storage Medium:* Computer printouts and X-ray films. *Program Record Number:* NRC IBS 130

Protein Spectroscopy and Protein Characterization and Mutagensis

Description: Information on studies on the structure, interaction and dynamics of biologically active proteins. *Topics:* Enzymes; enzyme-substrate interaction; proteins; enzyme catalysis; Raman spectroscopy; fluorescence spectroscopy; circular dichroic spectroscopy. *Program Record Number:* NRC IBS 115

Structural Immunobiology

Description: DNA synthesis and expression in all systems. Information on immunology and immunochemistry. *Topics:* Protein engineering; protein folding; antibodies. Antigens; antibodies; pathogenic bacteria; hybridomas; diagnostics; vaccines. *Program Record Number:* NRC IBS 096 and 110

■ Institute for Environmental Chemistry

Administration

Description: Correspondence, memoranda and reports relating to the planning and execution of the institute's programs. *Topics:* General correspondence, technical inquiries, visits, lectures, seminars, publications, patents, project reports. *Program Record Number:* NRC IEC 165

Environmental Measurement Science

Description: Correspondence, memoranda and reports on analytical instrumentation and methodologies for environmental contaminants. *Topics:* General correspondence; quality assurance for environmental analytical measurements, sensors for environmental contaminants, environmental modelling, special analytical methods. *Program Record Number:* NRC IEC 168

Environmental Process Technology

Description: Correspondence, memoranda and reports on innovative processes and technologies for the solution of specific environmental problems of chemical and resource industries. *Topics:* General correspondence; membrane separation processes, combustion emissions control, chemical destruction of toxics and the treatment of particulate wastes and sludges. *Program Record Number:* NRC IEC 167

Environmental Protection Science

Description: Correspondence, memoranda and reports on focused scientific research programs to reduce or prevent the discharge or accumulation of unacceptable waste. *Topics:* General correspondence; synthetic membrane development, polymer durability and long-term breakdown products, recovery of solid wastes, reduction of toxic components in batteries. *Program Record Number:* NRC IEC 166

■ Institute for Information Technology

Research Result

Description: This is the output of the Institute and occurs in the form of Divisional reports, external publications, correspondence, designs, patents and transfer of technology. *Topics:* Sensor-based robotics; robotic vision; robotic task planning; 3-D vision systems; interpretation of 3-D images; integrated optic sensors; applied artificial intelligence; knowledge-based systems; intelligent advisor systems; expert systems; industrial automation; photonics and sensors; electromagnetic interference and compatibility; EMP testing and simulation; software for computerize integrated manufacturing; manufacturing system integration; decision support systems for industry; software engineering: real time systems, large scales systems, tools for software re-use. *Program Record Number:* NRC IIT 265

■ Institute for Marine Biosciences

Administration

Description: Correspondence, memoranda, requests, minutes, and technical reports. *Topics:* Plant engineering; requests (analyses, chemicals and cultures, scientific information); scientific societies and institutes; committees (health and safety, scientific committees); Aquaculture Research Station files (basically engineering and maintenance); unpublished manuscripts; financial services; purchasing; inventory control records; and personnel files. *Program Record Number:* NRC IMB 035

Analytical Chemistry

Description: General correspondence; seminars; equipment; research files of published and unpublished data relating to: marine chemistry; environmental chemistry; bio-chemistry; chromatographies and spectroscopic methods, particularly mass spectrometry; SCIEX IonSpray LC/MS technology; the Marine Analytical Chemistry Standards Program, including related research, preparation of methods, standards and reference materials and management; high-resolution separation science and application of methods for the quantitative analyses of target organic compounds in marine and other matrices. *Topics:* Marine and other toxins; peptides; proteins; saccharides; antibiotic residues; metallothioneins and wood preservatives; antibiotics; aromatic pollutants; chlorophenols; biosurfactants; biological mass spectrometry; and fish freshness. *Program Record Number:* NRC IMB 040

Biological Chemistry

Description: General correspondence; seminars; equipment; research files of published and unpublished data; reprints and information relation to: biology; biological and bio-organic chemistry of micro-organisms and the development of systems for their cultivation; identification of new natural products for use as pharmaceuticals; fine chemicals and agrochemicals; marine toxins; and applications of NMR, FTIR and UV spectroscopy. *Topics:* Culture of microalgae; production and isolation of fungal toxins; marine fungal collection; toxic plankton; silica in living organisms; culture of diatoms; fermentation; biosynthetic studies; preparative extraction, separation and purification of marine toxins; phosphate metabolism in marine micro-organisms; marine cynobacteria; bacteria; photobioreaction; metabolic pathways; bioactives; marine metabolites; and structural determinations. *Program Record Number:* NRC IMB 041

Director General's Office

Description: Director General's working files include material on the activities of projects, such as research and development and project planning; travel and conference files; NRC committees (e.g., Committee of Directors General). *Topics:* General correspondence and files on research and development pertaining to research projects; files by subject interest, general correspondence from various institutes within the NRC, by institute; working files; forward planning. *Program Record Number:* NRC IMB 030

Marine Biology

Description: General Correspondence; seminars; equipment; research files of published and unpublished data, reprints and information relating to research on aquaculture and culture development; structure and biosynthesis of constituents of cultured marine organisms; biochemistry; cell biology and cell suspension techniques; molecular evolution; floristics; molecular biology; taxonomy; genetics; biosynthesis; marine natural products; and electron microscopy. *Topics:* Algae; tank cultivation of seaweeds; plant reproduction/hybrids; phycocolloid polymers; shellfish toxins; enzymes; micro-organisms; proteins; drugs; peptides; biosynthesis; and synthetic techniques. *Program Record Number:* NRC IMB 045

■ Institute for Marine Dynamics

Marine Transportation Technology

Description: Administration and operational files; general technical correspondence; working and correspondence files containing technical and administrative details of research programs, participation in societies, associations, conferences and interdepartmental government committees and working groups; raw data from model tests and full scale trials; technical reports on internal research projects or work done for external clients. *Topics:* Administration – policy, general correspondence, visits, lectures, exhibits; conferences and seminars; co-operation and liaison (with other government departments, universities, associations, clubs and societies, and foreign countries); buildings and properties; equipment and supplies; finance and personnel. Operational – policy, general correspondence; research and development (general, for industry and for government); ships, including icebreakers, ferries, fishing vessels, naval vessels; offshore structures; ice properties; computer modelling. *Program Record Number:* NRC IMD 385

■ Institute for Mechanical Engineering

Administration, Research, Testing

Description: Information and correspondence on the operation of the programs and their interactions with each other, private sector clients and other government departments; the planning, controlling and reporting of projects and programs; and the forecasting and use of financial, physical and human resources. *Topics:* Policy, enquiries, general correspondence; administration and operations of IME programs; visits, lectures, papers and talks; review of manuscripts; articles for publication; public relations; exhibits and displays; inventions submitted; newsletters; finance, personnel and travel; project management system; management information system. *Program Record Number:* NRC IME 390

Advanced Manufacturing Technology Program

Description: Information and correspondence on the operation of the Program and their interactions with other laboratories, private sector clients and other government departments. Development of manufacturing processes and systems; investigation of adapting technologies and systems to be used by a wide range of firms in the manufacturing sector; unit is also a functional computer-integrated unit which models manufacturing steps required in the management of manufacturing enterprises. *Topics:* New manufacturing processes; manufacturing systems, design and fabrication; welding, laser cutting, machining, stereolithography. *Program Record Number:* NRC IME 425

Coastal Zone Engineering Program

Description: Information and correspondence on the operation of the Program and their interactions with other laboratories, private sector clients and other government departments. Research is aimed at gaining a better understanding of the various hydrodynamic processes that occur near the coast in oceans and lakes, as well as in rivers and estuaries. Understanding such processes is crucial in the design of safe, cost-effective coastal structures such as breakwaters and piers, marinas and major harbours, and for shoreline and recreational projects. *Topics:* Coastal processes; wave analysis and reproduction; wave interaction with structures; data acquisition, analysis and model control; fluid mechanics; wave dynamics; harbour and beach modelling; multidirectional waves; wave generators; wave absorbers; breakwater stability; floating structures mooring systems; mathematical modelling. *Program Record Number:* NRC IME 415

Cold Regions Engineering Program

Description: Information and correspondence on the operation of the Program and their interactions with other laboratories, private sector clients and other government departments. Supports and promotes research, development and application of mechanical engineering equipment under Canadian climatic conditions. *Topics:* Climatic engineering; advanced thermodynamics and Heat Transfer; helicopter icing facility; ice modelling tank; ice mechanics, environmental and climate research;

alternative refrigerant fluids; computational fluid dynamics. *Program Record Number:* NRC IME 420

Combustion and Fluids Engineering Program

Description: Information and correspondence on the operation of the Program and their interactions with other laboratories, private sector clients and other government departments. Research is aimed at combustion and fluid flow processes in applications relating to gas turbine and reciprocating engines, industrial furnaces and related equipment. Water jet cutting techniques. Supports and promotes research, development and application of mechanical engineering technology to improving thermodynamic process efficiencies, energy conservation, and in reducing emissions harmful to the environment. *Topics:* Combustion research; fluid dynamics; computational fluid dynamics; high speed water jets; flow/spray visualization; alternative transportation fuels; soot/particulare formation. *Program Record Number:* NRC IME 405 and 410

Ground Transportation Technology Program

Description: Information and correspondence on the operation of the Program and their interactions with other laboratories, private sector clients and other government departments. Research is aimed at improving the productivity and safety of railway and highway transportation in Canada. *Topics:* Dynamics of rail and heavy road vehicles; dynamic simulation and computer modelling; criteria and thresholds for vehicle assessment; suspension characterization and analysis; rail/wheel interaction; static and dynamic testing of vehicles in compliance with standards; vibration testing; heavy truck accident investigation; rail vehicle impact ramp; tractor-trailer facility; vehicle tilt table; wheel, bearing and brake facility, railway tribology. *Program Record Number:* NRC IME 426

Machinery and Engineer Technology Program

Description: Information and correspondence on the operation of the Program and their interaction with other laboratories, private sector clients and other government departments. Research focusses on the development and assessment of improved gas turbine engine performance and on the applications of new technology to condition monitoring of all types of machinery, including reciprocating and turbine engines. The Program is developing improved methods for detecting incipient failures in a wide range of vehicles and industrial machinery to reduce unscheduled shutdowns through improved maintenance and diagnostic methods. *Topics:* Engine technology; machinery condition monitoring; tribology and mechanics; gas turbine operation; turbine and compressor aerodynamics; fault detection; vibration and acoustic analysis; rotor dynamics; friction mechanisms, fluid films; rolling contact. *Program Record Number:* NRC IME 400 and 430

■ Institute for Microstructural Sciences

Acoustics and Signal Processing

Description: Information related to research on sound propagation and environmental studies; sound reproduction; sound and vibration in relation to health; acoustical technology, devices, measurements and standards; signal processing. *Topics:* Physical acoustics and noise control, DSP hardware and software, control algorithms, array processing; design and testing of ear defenders; design and calibration of circumaural earphones; noise survey in industrial plants; community noise – industrial, construction, transportation, domestic, outdoor sound propagation, noise legislation, committee on noise; exposure of individuals to noise; exposure of individual to vibration, e.g., hand-arm vibration; microphone and sound level meter; psychoacoustics committee on physical acoustics; seminar on noise and the community; technical planning and legislative control; specific project – adaptive loudspeakers, active noise control beam forming, acoustical data processing, reduction of noise from small engines, and sound level measurement technique; measurement seminars. *Program Record Number:* NRC IMS 510

Administration

Description: Correspondence, memoranda, reports and statistics on the administration and operation of the institute. *Topics:* Enquiries; visits to the division; visits and invitations to outside organizations; lectures, talks and papers presented by staff; review of manuscripts and theses; seminars and colloquia; stores committee; lab orders; Newton apple tree; inventions submitted to the division; history project; patent and licensing activities; finance; equipment and supplies; work done for outsiders. *Program Record Number:* NRC IMS 505

Advanced Epitaxy

Description: Information on advanced epitaxy. *Topics:* Low temperature epitaxy technologies; pulsed laser evaporation applied to CdTe and HgCdTe; metal organic vapour phase epitaxy applied to GaInAs/GaAs; metalorganic magnetron sputtering applied to InSb; electron spin resonance of dilute magnetic semiconductors. *Program Record Number:* NRC IMS 439

Advanced Laser Technology and Application

Description: Information on high-power pulsed lasers, solid-stat lasers, ultrashort pulse lasers, excimer lasers, laser-plasma interactions, laser-produced X-rays, extreme ultraviolet (XUV) and soft X-ray laser physics, UV fiber optic delivery systems and medical applications of UV lasers. *Program Record Number:* NRC IMS 530

Chemical Characterization

Description: Information on chemical characterization, properties and degradation of materials. *Topics:* Formation, growth and breakdown of surface films; Auger electron spectroscopy; secondary ion mass spectrometry; X-ray photoelectron spectroscopy; electron energy loss transmission electron microscopy; reflection high energy electron diffraction,and scanning electron microscopy. *Program Record Number:* NRC IMS 410

Condensed Matter

Description: Information on condensed matter *Topics:* Solid state phenomena; superlattices; semiconductors;

mesoscopic physics; and superconductivity. ***Program Record Number:*** NRC IMS 440

Device Physics

Description: Research on the physical processes important to the operation and design of electrical and optoelectronic devices. ***Topics:*** Backgating in GaAs Mesfets; electrical characteristics of compound semiconductor devices; in-plane gate devices; quantum-well infrared detectors; resonant tunnelling in quantum devices; modelling of electrical devices, photodetectors and ridge-waveguide lasers; development of two-dimensional numerical modelling tools for devices; transport in heterostructures. ***Program Record Number:*** NRC IMS 441

Fabrication

Description: Information on microfabrication. ***Topics:*** Prototype test structures and devices; semiconductor processing; lithography; metallization; insulator deposition; resonant tunnelling structures; intersub band devices; laser and modulator fabrication; focused ion beam processing. ***Program Record Number:*** NRC IMS 460

Molecular Beam Epitaxy

Description: Information on molecular beam epitaxy. ***Topics:*** Controlled growth of semiconductor materials by molecular beam epitaxy and related techniques: characterization of material; (Si/Si[x]Ge) strained layer superlattices; III-V compounds such as GaAs/AlGaAs: lasers LED's diodes transistors. ***Program Record Number:*** NRC IMS 455

Optoelectronic Devices

Description: Information on optoelectronic devices. ***Topics:*** Optoelectronic devices; lasers; modulctors; waveguides amplifiers; optoelectronic integrated circuits; optical switching. ***Program Record Number:*** NRC IMS 462

Physical Characterisation

Description: Information on surface and interface physics. ***Topics:*** Structural properties and the role of surfaces and interfaces; Raman spectroscopy; scanning electron microscopy; transmission electron microscopy, Rugherford backscattering spectroscopy; secondary ion mass spectrometry; low-energy electron diffraction; atom beam scattering and spectroscopic ellipsometry. ***Program Record Number:*** NRC IMS 445

Quantum Physics

Description: Information on quantum electronics; quantum transport. ***Topics:*** Photon echo modulation; optical hole-burning memories; electronic and optical properties of semiconductors; magneto-transport and magneto-optical properties of the two-dimensional electron gas; quantum Hall effect; Fractional Quantum Hall effect; transient behaviour of hot electrons. ***Program Record Number:*** NRC IMS 461 and 463

Thin Films

Description: Information on thin film coatings and optical thin films. ***Topics:*** Policy; correspondence; thin film coatings and optical thin films. ***Program Record Number:*** NRC IMS 535

■ Institute for National Measurements Standards

Acoustical Standards

Description: The Group conducts research and development in the fields of acoustical standards. It maintains the primary national standards of acoustics, and provides traceability for regulatory agencies, government departments and industry. As well, the Group provides a calibration service in the field of ultrasound. ***Program Record Number:*** NRC INM 535

Electrical Measurement Section

Description: This group conducts research to determine the mechanisms of long term deterioration of electrical insulation systems exposed to high electrical stresses and other environmental factors; develops reliable accelerated aging test to compare the performance of materials and insulation systems and also to predict the remaining life of insulation systems under service conditions; performs tests and calibrations and provides technical information to and interacts with the materials suppliers, manufacturers and users of high voltage equipment. The overall goal of this program is a better understanding of the factors affecting the characteristics of insulation under high voltage conditions and their aging. ***Program Record Number:*** NRC INM 520

Electrical Power Measurements

Description: This group is involved in the development of new state-of-the-art instrumentation and measurement techniques. These include revenue meters for electric utilities and calibration facilities for equipment such as instrument transformers, active/reactive power and energy meters under sinusoidal/nonsinusoidal waveform conditions, high voltage capacitors, high current resistors and shunts, and high voltage loss measuring systems for transformers and inductive reactors. An important element of this program is the development of new and improved measuring techniques and instrumentation to meet and anticipate the measurement requirements of the electrical power industry. ***Program Record Number:*** NRC INM 525

Electrical Standards

Description: Electrical standards of measurements play a basic role in maintaining compatibility, coherence and safety in all services connected to the field of electricity. In fact electricity touches essentially all sectors of the economy. The proper monitoring of electrical energy consumption at either the individual or the industrial level depends on the use of well calibrated reference standards. The fabrication of electrical instruments, their testing and the marketing of these instruments as well as of electrical energy between various countries require some common reference standards. These standards are developed and maintained by the Electrical Standards Group. The group is involved in the ac, dc and rf fields. It does basic research on primary standards of voltage and resistance using the Josephson and Quantum Hall effect and develops techniques and instruments connected with ac and rf measurements. The group also maintains a calibration service for high accuracy secondary standards and top of the line instruments. ***Program Record Number:*** NRC INM 530

Length Standards

Description: Length is one of the fundamental quantities we use to describe the physical world. The ability to measure length accurately is basic to virtually all scientific, engineering, manufacturing and commercial endeavours. It is of course important that everyone use the same standard or unit of length, which, in the modern world is the metre. In each country a national standards laboratory is mandated to generate the metre according to internationally accepted practice, and to disseminate the unit of length at the highest level of accuracy by calibration of clients' secondary standards. In Canada this task is carried out by the Length Standards Group at NRC. The group also does research on laser stabilization and the measurement of optical frequencies which are required for the highest precision in length measurement and for improvements in length standards. ***Program Record Number:*** NRC INM 515

Mass Standards

Description: Mechanical Standards are based on the primary SI unit of mass, the kilogram, from which are derived the unit of pressure (the pascal) and density. These standards are indispensable to national and international trade and commerce, aerospace and electronic industries, and bulk transport systems for materials in the fluid and solid states. The group maintains and propagates the kilogram in the embodiment of the Canadian national prototype kilogram, which is directly calibrated in terms of the International Prototype Kilogram. ***Program Record Number:*** NRC INM 536

Photometry and Radiometry

Description: Radiometry (measurement of optical radiant energy) and photometry (measurement of optical [luminous] radiant energy as sensed by the human eye) are important to a large part of the public, manufacturing, and service sectors. Recent rapid expansion of electro-optical, photodetector, and optical fibre communications industries have produced a concurrent demand for more accurate and wider ranging radiometric measurements. It has been estimated that one-quarter of electricity consumption is for lighting; the enormous potential benefit of increased efficiency through improved photometric standards is obvious. Transportation (highway, air, marine) depends heavily upon visual signals and lighting where photometric energy and colour are of prime importance. Public health and safety require accurate measurement of such quantities as ultraviolet, laser, and phototherapeutic radiation levels. Other areas requiring photometric, radiometric, or colorimetric standards include paint, textile, and plastics industries; pulp and paper; television; agriculture; meteorology; environment; military and space agencies. To serve this wide and varied clientele, the Photometry and Radiometry section has developed and maintains the SI base unit of luminous intensity (candela) and basic standards for the measurement of light, colour, and optical radiation in the wavelength range from 200 nm to 50,000 nm. ***Program Record Number:*** NRC INM 540

Radiation Standards and Thermometry Ionizing Radiation Standards

Description: Ionizing radiation plays a major role in modern medical practice, both for diagnostic purposes (e.g. CT scanners, x-rays) and for therapeutic purposes primarily in cancer therapy. The monitoring of radiation exposure is also very important in many industrial environments particularly in nuclear power production and uranium mining. In order to provide a degree of accuracy that ensures that radiation exposure levels are properly monitored and that therapy is done with maximum efficiency without endangering life, industrialized countries provide references for the calibration of instruments or devices used in these various sectors. The national laboratories in charge of these references, make sure that their references are accurate by comparison with those of other countries. This is done under the umbrella of the Bureau International des Poids et Mesures. This important activity which takes place on a continuous basis ensures uniformity of the national standards with the international measurement standards system. In Canada the reference in this field is provided by the Ionizing Radiation Standards Section of the NRC. The section develops, maintains and promulgates Canada's primary measurement standards for ionizing radiation and provides calibration service as well as the link to the international measurement system. ***Program Record Number:*** NRC INM 555

Thermometry

Description: Temperature is one of those quantities that plays a most important role in everyday life as well as in the many specialized activities of industrialized countries. Processes such as those concerned with advanced materials preparation and growth, fabrication, analytical processes and diagnosis require either good temperature control or accurate temperature determination. Other important and diverse fields that require an excellent knowledge of temperature conditions include biology; biotechnology and clinical studies, analysis and diagnosis; aircraft industries; food industries, chemical industries; oceanography. In order to ensure for these activities an accurate temperature scale, industrialized countries generally support a national laboratory which maintains accurate reference standards and provides a high accuracy calibration service based upon an International Temperature Scale. In Canada this role is fulfilled by the thermometry group of the NRC which does basic research in the field of thermometry, contributes to international activities in that field, and ensures by comparison that our standards are compatible with those of other countries. ***Program Record Number:*** NRC INM 550

Time and Frequency

Description: The demands of science have pushed the capability for accurate time and frequency determination to a very high level that can meet almost all requirements. Accuracy levels are available that might appear excessively high for everyday applications, yet provide the basis of many modern systems such as navigation and communication, as well as the basis of measurements in diverse fields such as radio astronomy, geodesy, length measurements, voltage measurement and electronics manufacturing and testing. The Time Standards group designs, builds and maintains primary and secondary atomic clocks that satisfy the needs of Canadian organizations for compliance with the most stringent international standards. Frequency calibrations of the highest level of accuracy are done at the time laboratory. Signals that permit frequency calibration at lower levels are disseminated across Canada, are signals giving official time for Canada – which is also derived at NRC from the atomic clocks. *Program Record Number:* NRC INM 545

■ Institute for Research in Construction

Acoustics

Description: Information on field measurements of the sound absorption and transmission properties of buildings and building elements, and research on vibration related to experimental studies of the response of actual structures under dynamic excitations, such as those provided by wind and road traffic. *Topics:* Development of impact tests for floors; acoustical test methods; development of noise criteria; insulation of buildings from external noise; determination of dynamic response characteristics of structures; measurement of sound power of noise sources; outdoor noise propagation; reverberation room acoustics; vibration problems in buildings; earthquake engineering; commercial test reports. *Program Record Number:* NRC IRC 640

Administration

Description: Personnel data on all members of staff, financial reports, purchasing documents, travel authorizations, correspondence and documents on the shops and building up-keep. *Program Record Number:* NRC IRC 595

Advanced Construction Technology Laboratory

Description: Correspondence and materials on Information Technologies within the construction industry and appropriate tools and techniques to aid them in their business. The section conducts fundamental research in artificial intelligence and expert systems. *Topics:* ATCL, Calgary; the application of the research results to new problems within the industry. *Program Record Number:* NRC IRC 658

Building Materials

Description: Information on the characterization and evaluation of the performance of materials such as concrete, sealants, paints, plastics, roofing materials and clay brick through the use of chemical, physical and mineralogical techniques. *Topics:* The performance of clear and pigmented coatings; basic engineering properties of concrete; durability to frost-action in concrete and other porous materials; properties and performance of joint materials; characterization of building materials by their microstructure and composition; processes of degradation of organic building materials; performance of concretes as related to the chemical processes in cements; physical and mechanical properties of repair systems; performance of Canadian aggregate; performance of concrete in the presence of aggressive solutions; weathering factors and accelerated test methods for assessing durability of organic building materials; durability of cover and absorber materials for solar collectors; physics of coating formation and adhesion, and the durability of structural clay products. *Program Record Number:* NRC IRC 600

Building Performance

Description: Information on the evaluation of the thermal characteristics and performance of materials, components and systems leading to standards, product development and proper design; records and laboratory notebooks containing information on the chemical analysis of UFFI, products used in its manufacture and those that evolved during its decomposition; the development of techniques for monitoring the movement of these products within the building envelope; and other aspects of the products. *Topics:* Energy calculations; energy auditing; lighting practice; efficient lighting energy use; smoke control in tall buildings; passive solar heating; ventilation and air movement in buildings; thermal and hygric properties of materials, hermetically sealed multiple glazing; thermal performance of walls and ceilings; thermal performance of windows; airtightness of walls; UFFI field investigations; development of remedial measures for homeowners; institutions and commercial establishments; thermal insulation materials; properties and emissions; field measurements of UFFI gases and particles; techniques for measuring formaldehyde and other gases in air; techniques for measuring particulate materials in air. *Program Record Number:* NRC IRC 620

Building Structures

Description: Information on the introduction of "limit states design" into Canadian structural codes and standards, and the development of improved serviceability criteria based on risk considerations, including the investigation into the variability of masonry strength. *Topics:* Case histories of structural failures and problems due to differential movement in buildings; structural safety and serviceability; snow loads on roofs; wind effects on buildings and structures; failure of structures and progressive collapse; masonry research; wind tunnel studies of buildings; and others. *Program Record Number:* NRC IRC 610

Canadian Construction Materials Centre

Description: Information on the suitability for use of construction materials, systems or services. *Topics:* Technical information and advice to manufacturers and suppliers of construction materials, systems and services on how to obtain the evaluation of these products and services with respect to their suitability for use; technical information and advice to architects, specification writers, engineers and regulators on the suitability of use of construction materials, systems and services; information to the construction industry on laboratories which conduct testing of construction materials, systems and services; assistance to Canadian exporters of construction-related products and services on the evaluation requirements of these products and services by other countries; replies to inquiries and requests for interpretation of evaluation reports and listings; technical information and advice to Associate Committee on Construction Materials Centre. *Program Record Number:* NRC IRC 657

Canadian Construction Research Board Secretariat

Description: Correspondence, reports, and studies undertaken at the request of the Canadian Construction Research Board. *Program Record Number:* NRC IRC 656

Codes and Standards

Description: Information on topics related to the operation of the Codes Technical Section, the Codes Secretarial Service and the Editorial, Translation, Distribution and Records Units. *Topics:* Technical information and advice to code committees; code requirements for committee consideration; replies to code enquiries and requests for interpretation; seminars and conferences on the NBC and NFC; the continuing review of the code documents in the light of developments in building design and technology to determine the areas that may require expanding or updating to keep them current; technical studies to provide information needed in preparing new or improved code requirements. *Program Record Number:* NRC IRC 615

Director's Office

Description: Documents on the operation of the individual sections, advisory bodies, research and development studies and seminar or workshop information. *Topics:* The American Society for Testing and Materials; International Standards Organizations; CIB; Construction Industry Development Council; minutes of the Board of Directors; NRC five-year plan; sectional program and budget submissions; divisional annual reports; proceedings of council; research and development for engineering in cold regions; divisional planning committee notes; and Canada Mortgage and Housing Corporation – Institute for Research in Construction reports. *Program Record Number:* NRC IRC 590

Fire Research

Description: Correspondence and laboratory data on the development and revision of standard methods of fire tests and research activities, which include fire performance on structural components, flammability of materials, products of combustion, growth of fire, and the influence of fire risks on the overall design of buildings. *Topics:* Thermal decomposition of polymers; behaviour of building components in fire; evaluation of fire behaviour of plastic components; flammability studies; fire performance information; production and movement of smoke in fire; fire protection features of buildings; development of fire; combustion of organic materials; toxicity of combustion products; fire resistance safety factors; restraint and fire severity; and commercial test reports. *Program Record Number:* NRC IRC 625

Geotechnical Section

Description: Information on pavement construction and durability, and cold climate effects on civil infrastructure. Numerical modelling, laboratory testing and full scale field studied and demonstrations. *Topics:* Development and optimization of construction techniques, pavement evaluation and testing techniques, repaid of roadways, frost action on roadways, frost action in soils, buried municipal services, frost heave, construction in permafrost regions, thremal conductivity of soils. *Program Record Number:* NRC IRC 630

System Support Unit

Description: Information on the division's calibration and standards facility, the instrument pool for loans, the maintenance and repair shop and the co-ordination and advisory services provided to the division. *Program Record Number:* NRC IRC 635

Technical Information

Description: Information on the activities of the Divisional Library, the Publications Unit, the Graphics Unit and the Technical Information Unit. *Topics:* Reference service; loans; information retrieval; periodical subscriptions; acquisitions; translation requests; abstracts and digests; Research News; Housing Notes; Canadian Building Series; Manual on Metric Building Drawing Practice; requests for information; preparation of publications and reports. *Program Record Number:* NRC IRC 650

■ Plant Biotechnology Institute

Abscisic Acids

Description: Information on the biology and chemistry of abscisic acid and its analogues. *Topics:* Correspondence; documents; protocols; laboratory reports; synthetic and analytical methods, contracts; charts; documents. *Program Record Number:* NRC PBI 575

Brassica Biotechnology

Description: Information on cell and gene technology as applied to genetic improvement of canola (rapeseed) as well as microspore culture. *Topics:* Correspondence, documents, protocols; laboratory reports, contracts; plant regeneration from cells, genetic transformation of plants. *Program Record Number:* NRC PBI 579

Cereal Grain Biotechnology

Description: Information on cell and gene technology as applied to genetic improvement of wheat and barley as well as cryoselection for improved cold tolerance. *Topics:* Correspondence; documents,contracts, protocols; laboratory reports; plant regeneration from cells; cryopreservation; genetic transformation. *Program Record Number:* NRC PBI 580

Cold Tolerance in Plants

Description: Information on cell and gene technology as applied to improvement of cold tolerance in crops. *Topics:* Correspondence; documents; protocols; laboratory reports; contracts; DNA analysis and synthesis. *Program Record Number:* NRC PBI 587

Conifer Biotechnology

Description: Information on cell and gene technology as applied to genetic improvement of Canadian conifers as well as micropropagation. *Topics:* Correspondence; documents; protocols;laboratory reports, contracts; plant regeneration from cells; genetic transformation. ***Program Record Number:*** NRC PBI 586

Legume Biotechnology

Description: Information on cell and gene technology as applied to genetic improvement of grain legumes. ***Topics:*** Correspondence; documents; protocols; laboratory reports; contracts; plant regeneration from cells, genetic transformation. ***Program Record Number:*** NRC PBI 570

Regulation of Gene Expression

Description: Information on vector construction, gene promoters,gene fusion, developmentally and tissue specific expression of genes; on assembly of functional amino acids assisted by chaperonins. ***Topics:*** Correspondence; documents, protools, laboratory reports, contracts, charts, DNA analysis and synthesis. ***Program Record Number:*** NRC PBI 585

Seed Oil Modification

Description: Information on the enzymology and genetic manipulation of storage lipid accumulation in cruciferous plants. ***Topics:*** Correspondence; protocols; laboratory reports; contracts; chemical analysis; protein sequencing. ***Program Record Number:*** NRC PBI 589

Stress Tolerance Genes

Description: Information on cell and gene technology as applied to improvement of salt tolerance and disease resistance in plants. ***Topics:*** Correspondence; documents; protocols; laboratory reports; contracts; DNA analysis and synthesis. ***Program Record Number:*** NRC PBI 588

Support Services

Description: Information on on-going services to research inside and outside PBI. Records of the Administrative Office, the Research Illustration Group, the chemical analysis groups, the DNA analysis group, the Transgenic Plant Center, Plant Engineering Services and Purchasing are included. ***Topics:*** Correspondence; personnel and budget documents; progress reports and records of research; published research papers; records of operation of magnetic resonance and mass spectroscopy; records of building facilities and equipment; purchasing orders. ***Program Record Number:*** NRC PBI 560

■ Research Journals

Research Journals

Description: Information on the publication of the NRC Research Journals. ***Topics:*** Administration; space and accommodation; authority and policy on publications; general correspondence; advisory committees; typesetting, printing, and distribution services; translation of abstracts; continuing agreements; abstracting of publications; and manuscripts for publication in the NRC Research Journals. ***Program Record Number:*** NRC RSJ 735

■ Steacie Institute for Molecular Sciences

Free Radical Chemistry

Description: Application of physical and synthetic organic chemistry to understanding the initiation, impact and control of free radical processes in living systems. Includes studies of the mechanism of action of mono-oxygenases, especially cytochrome P-450, biological autoxidatioin and its prevention by natural and synthetic antioxidants, biokinetics and metabolism of vitamin E. Identifying and understanding underlying fundamental mechanisms is stressed as is relevance and importance of findings to medical diseases and disorders (cancer, heart disease, ischemia-reperfusion injury). Major non-radical research activity is focused on the mechanism of action of cholesterol esterases. ***Program Record Number:*** NRC SIM 195

Inorganic Chemical Dynamics

Description: The group uses laser, molecular beam and surface techniques to study Chemical Dynamics emphasizing the chemistry and physics of coordinatively unsaturated metal centres, including atoms, radicals, clusters and van der Waals complexes. Current projects include: 1) preparation and properties of naked and derivitized metal clusters; 2) reaction kinetics of metal-centred reactions; 3) high resolution optical spectroscopy of small inorganic radicals, and 4) dynamics of metal-centred reactions studied using van der Waals precursors. ***Program Record Number:*** NRC SIM 205

Molecular Spectroscopy

Description: We develop vibrational spectroscopic expertise for the study at the molecular level of the structure and dynamics of complex biological systems, including some chemical model systems. We apply this knowledge to biophysical studies such as protein folding, lipid polymorphism, membrane structure, lipid protein interactions, mechanism of action of peptide hormones, cell anomalies, molecular disease. ***Program Record Number:*** NRC SIM 215

Molecular Structures and Dynamics

Description: Characterization of naked metal and metal-containing clusters in condensed phases by ESR, NMR, ultraviolet, vibrational and photoelectron spectroscopies; studies of small metal-cluster chemical reactivity in relation to catalysis. Study of order, disorder, molecular motion and structural evolution in solids, particularly host-guest supramolecular systems, vapour-deposited and high-pressure amorphized materials, using NMR and vibrational spectroscopies, calorimetry, diffraction and the latest techniques of computational chemistry. ***Program Record Number:*** NRC SIM 200

Organic Reaction Dynamics

Description: Spectral, kinetic and thermodynamic characterization of short-lived organic and organometallic reaction intermediates in condensed phases; free radicals, radical ions, excited states. Mechanism and dynamics of free radical electron transfer reactions. Photoprocesses in heterogeneous media. Pico- and nanosecond laser flash photolysis with uv-visible transmission and uv-visible diffuse reflectance, infrared, and conductivity detection. Ultrafast electrochemical measurements; photomodulation voltammetry, microelectrode cyclic voltammetry. Photoacoustic calorimetry. ***Program Record Number:*** NRC SIM 220

Theoretical Chemistry

Description: The group studies the dynamics of elementary chemical reactions and relaxation processes in molecules, clusters and crystals; specific examples are hydrogen tunnelling, isomerization and radiationless transitions. These calculations are based on quantum-chemically computed vibrational force fields in ground and excited states and on the analysis of molecular spectra. In addition the group studies reaction kinetics in inhomogeneous systems. ***Program Record Number:*** NRC SIM 225

Ultrafast Phenomena

Description: Using nonlinear optical techniques, we have developed lasers with duration as short as a few optical periods. The application of theses sources to atomic and plasma physics problems is a major component of our current research. We are also developing methods to time resolve, and perhaps control, the photodissociation of simple molecules. ***Program Record Number:*** NRC SIM 530

Personal Information Banks

Program / Activity **Page**
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Communications 609
Administration 609
Canada Institute for Scientific and Technical Information (CISTI) 610

■ Council Secretariat

Industrial Research Assistance Program

Description: The records in this bank are used to support proposals for financial assistance to cover the costs of salaries for company research staff engaged in approved projects. Participating companies provide the research facilities and other expenses involved in the project and retain all titles to the results of the jointly-funded research. ***Class of Individuals:*** Directly-related employees of companies that submit proposals for financial assistance through this program. ***Purpose:*** To determine the amount of financial contribution to the company if the proposal is accepted. ***Retention and Disposal Standards:*** Accepted proposals are retained for 20 years. Unaccepted proposals are retained for 5 years. ***TBS Registration:*** 001683 ***Bank Number:*** NRC PPU 026

Inventions: Submissions by Private Individuals

Description: This bank contains information on inventions submitted by individuals for assessment and scientific comments and patent protection advice provided by the National Research Council. Information includes the original submission, evaluation by scientific personnel where expertise was available, and the reply to the enquirer. ***Class of Individuals:*** Members of the general public who request advice about their inventions. ***Purpose:*** To carry out an assessment and provide scientific comment and advice on inventions submitted by the general public. ***Retention and Disposal Standards:*** Records are retained for a period of two years and are then destroyed. ***TBS Registration:*** 000932 ***Bank Number:*** NRC PPU 010

National Research Council and Committee Membership

Description: This bank contains background information, including the educational background, affiliation, publication list, and professional experience of individuals nominated for service on Council and its associated committees. ***Class of Individuals:*** Past and current members of Council and members of committees of Council. ***Purpose:*** To assist in the selection and appointment of members of the National Research Council and its committees. ***Retention and Disposal Standards:*** Records of persons who are or have been members of the Council and/or its associated committees are retained for 30 years and then transferred to the Archives Branch of the National Archives of Canada. ***TBS Registration:*** 000931 ***Bank Number:*** NRC PPU 005

Personal Letters of Recommendation by National Research Council Personnel Relating to Non-Staff Members

Description: This bank contains requests for recommendations and copies of letters of recommendation made by staff members for non-staff individuals. ***Class of Individuals:*** Members of the scientific and academic communities who ask for letters of recommendation. ***Purpose:*** To provide letters of recommendation to members of the scientific and academic communities. ***Retention and Disposal Standards:*** Files are retained for two years and are then destroyed. ***TBS Registration:*** 000933 ***Bank Number:*** NRC PPU 015

Requests to Access Personal Information

Description: This bank contains requests for access to personal information contained in personal information banks administered by the National Research Council. ***Class of Individuals:*** Individuals who have applied for access to personal information banks administered by the National Research Council. ***Purpose:*** The purpose of this bank is to verify the identity of individual applicants and to process requests. ***Consistent Uses:*** To prepare statistics for quarterly and annual reports required under the Privacy Act. ***Retention and Disposal Standards:*** Records are retained for a period of two years and are then destroyed. ***TBS Registration:*** 000943 ***Bank Number:*** NRC PPU 075

■ International Affairs

International Exchanges and Visits

Description: This bank contains applications from individuals who wish to visit France under the NRC/CNRS Scientific Co-operation Program or the France/Canada Exchange Agreement, recommendations, decisions of the selection committee, and related correspondence. ***Class of Individuals:*** Members of the scientific community. ***Purpose:*** To select individuals for these two programs and to implement administrative procedures connected with the exchange or visit. ***Retention and Disposal Standards:*** Records are retained for two years after the termination of exchange or visit, or two years after the date on which the application was rejected; and are then destroyed. ***TBS Registration:*** 000934 ***Bank Number:*** NRC PPU 030

■ Communications

Knowledge Source Index

Description: This bank contains information on scientific and technical experts who have agreed to participate in the Knowledge Source Index data bank. Records contain profiles of the scientific and technical expertise of individual participants. ***Class of Individuals:*** Experts in the scientific and technical field who are willing to lend their expertise to others. ***Purpose:*** To allow identification of experts who may respond to requests for assistance from the Canadian scientific and technical community. ***Retention and Disposal Standards:*** Information in the data bank is updated on an annual basis, and records relating to individuals who are no longer interested in participating are retained for a period of two years and are then destroyed. ***TBS Registration:*** 000935 ***Bank Number:*** NRC PPU 035

Manuscripts for Publication

Description: These records contain manuscripts, forms and publishing department correspondence related to the printing of Council research journals. Full name, address, title of paper, name of journal to which the paper was submitted and date of submission are required for access. ***Class of Individuals:*** Individuals who have submitted manuscripts. ***Purpose:*** To record information relating to the publication of papers in research journals. ***Retention and Disposal Standards:*** Records are retained for two years and are then destroyed. ***TBS Registration:*** 000936 ***Bank Number:*** NRC PPU 040

■ Administration

Accounts Receivable

Description: These files record debit and credit entries in connection with National Research Council accounts receivable. Files include information on financial transactions and outstanding balances. ***Class of Individuals:*** Members of the general public who have purchased goods and services offered by the National Research Council. ***Purpose:*** In addition to recording payment, records are used to follow up on overdue accounts. ***Retention and Disposal Standards:*** Records are retained for six fiscal years and are then destroyed. ***TBS Registration:*** 000937 ***Bank Number:*** NRC PPU 045

Contracts between NRC and Individuals

Description: This bank contains the initial proposal and submission, evaluations and correspondence, details of contract, financial transactions and interim or final reports. ***Class of Individuals:*** Members of the general public who submit proposals for work to be performed for the National Research Council. ***Purpose:*** To evaluate proposals, to process contracts, and to provide information for the verification of invoices, payments and scientific monitoring, and to administer contracts. ***Retention and Disposal Standards:*** Records are retained for six fiscal years after termination of the contract or two years after rejection of the proposal and are then destroyed. ***TBS Registration:*** 000939 ***Bank Number:*** NRC PPU 055

Deposit Accounts

Description: These files contain a record of credit balances of individuals in account with the National Research Council for the purchase of goods and services. ***Class of Individuals:*** Members of the general public who have established a deposit account for the purchase of scientific and technical information. ***Purpose:*** Files are maintained for the purpose of recording debit and credit entries against deposit accounts established by private individuals. ***Retention and Disposal Standards:*** Records are retained for six fiscal years and are then destroyed. ***TBS Registration:*** 000938 ***Bank Number:*** NRC PPU 050

Employment Applications

Description: This bank contains information on candidates available for employment at the National Research Council when vacancies arise. Records contain letters, completed application forms, applicant resumes, comments of interviewer, and letters of reference. ***Class of Individuals:*** Members of the general public who apply for employment at the National Research Council. ***Purpose:*** To select candidates for vacancies at the National Research Council. ***Retention and Disposal Standards:*** Records are retained for two years and are then destroyed. ***TBS Registration:*** 000940 ***Bank Number:*** NRC PPU 060

Research Associateship Program: Applicant Inventory

Description: Records contain application forms, curricula vitae, academic records, publications, letters of recommendation, personal characteristics and employment history. ***Class of Individuals:*** Individuals who have made application to the National Research Council for research associateships. ***Purpose:*** To select recipients of NRC research associateships. ***Retention and Disposal Standards:*** Records are retained for two years and are then destroyed. ***TBS Registration:*** 000941 ***Bank Number:*** NRP CPU 065

Secondments and Exchanges Between the National Research Council and Outside Organizations

Description: This bank contains requests for secondment or exchange of personnel and memoranda leading to the approval or rejection of requests. ***Class of Individuals:*** Persons other than NRC employees who have been involved in exchanges or loans. ***Purpose:*** The purpose of this bank is to provide documentation for the administration of exchanges and loans of personnel. Information is used to make decisions on these exchanges and loans. ***Retention and Disposal Standards:*** Records are retained for three years after the agreement ceases or after rejection of the proposal and are then destroyed. ***TBS Registration:*** 000942 ***Bank Number:*** NRC PPU 070

Canada Institute for Scientific and Technical Information (CISTI)

Information Dissemination
Description: Information in this bank is provided by the purchaser of publications, subscriptions, information or computerized services. ***Class of Individuals:*** Scientific community, contractors, architects, individuals. ***Purpose:*** To provide individuals with information on prepaid subscriptions, publications, or computerized services, and to assess and collect charges. ***Consistent Uses:*** This information is used to record financial transactions and update computerized mailing lists. ***Retention and Disposal Standards:*** Records are retained for a period of two years and are then destroyed. ***TBS Registration:*** 000944 ***Bank Number:*** NRC PPU 080

Classes of Personal Information

The personal information contained in this class is distributed across a wide range of subject files. It is not used for administrative purposes, and is normally neither arranged nor retrieved by personal identifiers. The most common types of personal information contained in this class are name, address, and, in some cases, affiliation, educational background and experience. The information was collected through general enquiries, complaints, requests for assistance, and personal views and opinions directed by the public to the scientific laboratories; to the Canada Institute for Scientific and Technical Information; to the Industrial Development Office regarding its assistance programs; and to the Council's supporting administrative branches such as Personnel and Administrative Services, Contract Services, Public Relations and Information Services, and External Relations. Individuals wishing to access information relating to themselves should provide specific details regarding:

(1) the institute, branch, or individual to whom the correspondence was addressed;
(2) the approximate date of the correspondence;
(3) the subject matter;
(4) the name of the program (if applicable); and
(5) the file reference number, if available.
The retention periods for this class of personal information vary and are provided in the records schedules of the general subject files in which the information is stored.

Manuals

- Administration and Services Manual (ASM)
- Canada Labour Code Directives
- CAN/OLE Database Manual
- CAN/OLE User's Manual
- CAN/SDI Profile Design Manual
- CAN/SND User's Manual
- Financial Management Manual (FMM)
- Interlibrary Loan Code
- Library Telecommunications Code
- Personnel Administration Manual (PAM)
- Standard Operating Policies and Procedures (SOPP)

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for additional information about the NRC may be directed to:

Executive Manager
Information Services
National Research Council
Administration Building (M-58)
Montreal Road
Ottawa, Ontario
K1A 0R6
(613) 993-9101

CISTI

The Canada Institute for Scientific and Technical Information (CISTI) is Canada's focal point for the storage and retrieval of scientific and technical knowledge. Additional information about CISTI's many specialized services can be obtained from:

Canada Institute for Scientific and Technical Information
National Research Council
Building M-55
Montreal Road
Ottawa, Ontario
K1A 0S2

(613) 993-1600
Automatic Answering Service
English: (613) 993-2441
French: (613) 993-2528

Regional Contacts

Scientific and technical advice, assistance and information to the Canadian manufacturing industry and the small business community in particular are provided by the Field Advisory Service staff of the Industry Development Office (IDO). Located across Canada and staffed by scientists and engineers, these offices have access to all the resources, services and expert advice of the NRC, other government laboratories and a network of specialized centres. Information on locations, names and telephone numbers of regional contacts is available from:

National Research Council Canada
Building M-55, Room 269D
Montreal Road
Ottawa, Ontario
K1A 0R6

(613) 993-3431

Reading Room

The Canada Institute for Scientific and Technical Information (CISTI) and its branches have assigned public reading rooms under the Access to Information Act. The addresses of these reading rooms may be obtained by contacting the Institute at:

Building M-55, Montreal Road
Ottawa, Ontario
K1A 0S2
(613) 993-1600

National Transportation Agency of Canada

Chapter 78

General Information

Background

The National Transportation Agency (NTA) is responsible for the economic regulation of transportation in Canada. Established on January 1, 1988, by the National Transportation Act, 1987, the Agency's headquarters is in the National Capital Region. The NTA replaces the Canadian Transport Commission which existed for 20 years under the previous National Transportation Act.

Responsibilities

The object of the Act is to encourage a safe, economic, efficient and adequate transportation system to serve the needs of shippers and travellers.

The Agency performs all the functions vested in it by the National Transportation Act, 1987, and related legislation (principally, the Railway Act, the Western Grain Transportation Act, the Atlantic Region Freight Assistance Act, the Maritime Freight Rates Act, the Canada Shipping Act, the Shipping Conferences Exemption Act, the Pilotage Act, the Railway Relocation and Crossing Act and the Railway Safety Act).

The NTA has all the powers, rights and privileges of a superior court in Canada. Applications for review of an NTA order or decision can be made under section 41 of the National Transportation Act, 1987. Appeals can also be made to the Federal Court or by petition to the Governor in Council.

Legislation

- Atlantic Region Freight Assistance Act
- Canada Shipping Act
- Canadian National Railways Act
- Energy Supplies Emergency Act
- Government Railway Act
- Maritime Freight Rates Act
- Motor Vehicle Transport Act, 1987
- National Energy Board Act
- National Transportation Act, 1987
- Pilotage Act
- Railway Act
- Railway Relocation and Crossing Act
- St. Lawrence Seaway Authority Act
- Shipping Conferences Exemption Act, 1987
- Western Grain Transportation Act

Organization

The National Transportation Agency consists of a maximum of nine permanent members, including the Chairman and the Vice-Chairman. All are appointed by the Governor in Council. At least one member must represent each of the regions of Canada: Pacific, Prairie, Ontario, Quebec and Atlantic. Up to six additional members may be temporarily appointed by the Governor in Council.

The powers and duties of the Agency are divided among six branches: Dispute Resolution, Market Entry and Analysis, Transportation Subsidies, Corporate Management and Human Resources, Legal Services, and Secretariat and Regional Operations.

■ Secretariat and Regional Operations Branch

The Branch provides a regulatory support service to the National Transportation Agency in relation to its hearing and application processes and provides central co-ordination for the federal regulatory process, ministerial and parliamentary liaison, ministerial and executive correspondence and other assigned services in keeping with the proper conduct of the affairs of the Agency as defined in section 16 of the National Transportation Act, 1987.

The Branch is also responsible for the management and coordination of the programs administered by the regional offices. Subsidy payments to carriers under the Atlantic Region Freight Assistance Act and the Maritime Freight Rates Act are administered by the Atlantic Regional Office. These subsidy payments are intended to lessen the cost to carriers of moving freight traffic within the Atlantic Region and westbound from the Atlantic Region to other parts of Canada.

The Secretariat comprises four directorates:

Correspondence and Hearings Directorate: Provides direct support services in meetings of the Agency and co-ordinates the preparation of briefing notes, briefing book and administers public hearings conducted by the Agency.

Regulations Directorate: Responsible for the drafting and administrative processing of NTA regulations.

Regulatory Support Directorate: Ensures the preparation, publication, distribution of all orders, decisions, reports and notices of the NTA and submissions approved by a quorum of members.

Translation Co-ordination Section: Provides for the planning and co-ordination of all translation services required by the Agency from the Translation Bureau of Secretary of State.

■ Dispute Resolution Branch

The Branch provides conflict management services to resolve disputes concerning rates and service conditions between users and suppliers of transportation as well as to resolve cost apportionment of works at highway-railway and railway-railway interfaces. Enabling legislation offers a variety of mechanisms in this regard, including mediation and final offer arbitration. This Branch also handles other complaints, investigations and applications regarding the air, rail, water and pipeline modes as provided in the National Transportation Act, 1987, the Pilotage Act, the Shipping Conferences Exemption Act, 1987, the Railway Act, the Western Grain Transportation Act, the St. Lawrence Seaway Authority Act, the Railway Safety Act, and the Railway Relocation and Crossing Act. This Branch is also responsible in implementing the Agency's mandate with respect to transportation of persons with disabilities.

The Branch is comprised of four directorates: Rail Complaints, Tariffs and Mediation; Air and Marine Complaints, Investigations and Tariffs; Accessible Transportation; and Rail Infrastructure.

Rail Complaints, Tariffs and Mediation Directorate: Conducts investigations on complaints, applications, or referrals made by carriers, shippers and travellers, mediates disputes or administers the arbitration process, and issues decisions on matters pertaining to railway transportation operations which are regulated under the National Transportation Act, 1987 and the Railway Act. Such complaints, applications or referrals can relate to rates, fares, conditions of carriage, including common carrier obligations, running rights and joint track usage. The Directorate also administers the legislation with regards to competitive access available to shippers through competitive line rates and extended interswitching limits.

The National Transportation Agency regulates the Canadian National Railway Company's Newfoundland bus passenger service, including tariffs, complaints, scheduling and quality of service. The NTA receives for filing, subject to the National Transportation Act, 1987, the Railway Act, the Atlantic Region Freight Assistance Act, the Maritime Freight Rates Act, the Western Grain Transportation Act, various rail freight tariffs, express and truck tariffs, agreed charges, confidential contracts, International Bridge and Tunnel tariffs, VIA Rail tariffs and Newfoundland Roadcruiser tariffs. Subject to sections 43 to 52 of the Western Grain Transportation Act, the Agency may investigate and hear matters relating to proposed lower rates and may disallow tariffs found to contravene sections of the Act.

Air and Marine Complaints, Investigations and Tariffs Directorate: Conducts investigations on complaints, applications or referrals made by carriers, shippers and travellers, and issues decisions on matters pertaining to air and marine transportation operations (tariffs, levels and conditions of service) which are regulated under the National Transportation Act, 1987.

Under the Shipping Conferences Exemption Act, 1987, the Agency is required to receive, verify, record and maintain for public scrutiny the original or amended contracts, agreements and tariffs issued by the conferences serving Canadian foreign trade. Under the Pilotage Act, the NTA is required to hear appeals against amendments to tariffs approved and published by the Atlantic, Laurentian, Great Lakes and Pacific pilotage authorities. Under the St. Lawrence Seaway Authority Act, the Agency is required to consider complaints of unjust discrimination in tariffs, report its findings and receive for filing all tariffs and amendments published by the Authority. The National Transportation Agency also receives for filing and examines international air tariffs and northern marine resupply tariffs to ensure that the tariffs and ancillary documentation are in conformity with relevant federal statutes and regulations. The Agency publishes notice of proposed acquisitions of transportation undertakings which are under federal jurisdiction and have over $10 million in assets or sales. Upon receipt of an objection, the Agency reviews the proposed acquisition to determine whether it is against the public interest.

Accessible Transportation Directorate: May, on its own initiative or in response to a complaint, investigate, hear testimony on, and determine whether the manner in which a service is being furnished by a provider of transportation services constitutes an undue obstacle to the mobility of persons with disabilities as provided for in the National Transportation Act, 1987. If it is determined that an undue obstacle does exist, the Agency may order the provider to either or both remove the obstacle or to pay compensation for extra expenses incurred by the person with a disability resulting from the undue obstacle.

The Agency also has the power to prescribe, administer and enforce regulations respecting the design, construction or modification of, and the posting of signs on, in or around, means of transportation and related facilities and premises, including equipment used in them; the training of personnel employed at or in those facilities or premises or by providers of transportation services; tariffs, rates, fares, charges and terms and other conditions applicable to the transportation of persons with disabilities or services incidental thereto; and the communication of information to persons with disabilities.

Rail Infrastructure Directorate: Conducts investigations into complaints, applications and referrals made by railways, road authorities and the public. It issues orders on matters pertaining to railway infrastructure which are regulated under the National Transportation Act, 1987. the Railway Act, the Railway Safety Act and the Railway Relocation and Crossing Act. Such complaints, applications and referrals relate to the construction or modification of railway lines, grade separations and level crossings. The Directorate also administers the dispute resolution process for cost apportionment of infrastructure works and for other disputes between railways, road authorities and the public.

■ Market Entry and Analysis Branch

The Branch is responsible for administering and enforcing the applicable standards for entry into, and exit from, the Canadian transport market which will ensure safe, economic, adequate and efficient transportation systems in Canada. This involves the licensing of carriers in domestic air and northern marine resupply operations, the licensing of scheduled and non-scheduled international air services, the issuance of permits for charter services, the issuance of rail certificates of fitness and of public convenience and necessity, the enforcement of the terms and conditions of licences and the administration and participation in the negotiations of international air agreements. It is also responsible for conducting annual reviews for 1988 to 1991 in respect of the operations of the National Transportation Act, 1987 and related legislation (the Railway Act, the Shipping Conferences Exemption Act, 1987, the Motor Vehicle Transport Act) and any other act of Parliament that pertains to the economic regulation of a mode of transportation.

The Market Entry and Analysis Branch is organized into four directorates:

Domestic Operations Directorate: Responsible for licensing carriers operating domestic air and marine services, and issuing rail certificates of fitness and of public convenience and necessity. It is also responsible for identifying whether suitable Canadian registered vessels would be available for coasting trade activities when requests to use foreign registered or non-duty paid vessels for such activities are received, and for processing applications to construct and operate commodity pipelines.

International Operations Directorate: Responsible for licensing scheduled and non-scheduled international air services, issuing charter flight permits, administering bilateral air agreements and participating in the work of intergovernmental and international civil aviation organizations, and provision of regulatory input for international air negotiations and development of Canadian international air transport policies.

Field Investigations Directorate: Responsible for investigating allegations of illegal operations by carriers providing domestic or international air services and marine resupply services and carriers operating in contravention of the terms and conditions set out in their licence.

Industry Monitoring and Analysis Directorate: Responsible for the preparation of comprehensive annual reviews from 1988 to 1991 on the operation of the National Transportation Act, 1987, the Railway Act, the Shipping Conferences Exemption Act, 1987, the Motor Vehicle Transport Act, and other transportation-related legislation.

■ Transportation Subsidies Branch

The Branch administers federal programs which relate to the establishment of statutory rates, subsidies for rail transportation services, and the rationalization of Canada's rail network. The Branch audits railway accounts, develops costs and determines rates, analyses and processes subsidy payments for rail transportation services, monitors western grain investment and expenditures, and evaluates rail line abandonment proposals. The National Transportation Act, 1987, the Railway Act, and the Western Grain Transportation Act (WGTA), provide the authority for these activities. The Branch is organized into four directorates:

Rates and Payments Directorate: Responsible for the determination of railway unit costs, establishing annual rate scales for the movement of western grain and grain products, and administers the payment of subsidies under the WGTA. The Directorate is also responsible for the designation of grain dependent branch lines, establishing rapeseed (canola) rates and maintaining operational railway costing capability.

Program Management and Coordination Directorate: Manages WGTA quadrennial costing reviews, WGTA grain dependent branch line expenditure analysis, and WGTA investment monitoring. Costing standards included in rate and subsidy determinations (i.e. cost of capital, depreciation and Schedule A crossing maintenance and construction rates) are determined by the Directorate. The determination of passenger subsidies for uneconomic services operating as an imposed public duty and the charges to VIA Rail program are also conducted.

Rail Rationalization Directorate: Processes applications of railway companies for the abandonment of rail lines and the removal of stations. They conduct the determination of rail line classifications. This Directorate also administers payment of subsidies for uneconomic branch lines maintained in the public interest.

Audit Services Directorate: Supports the function of the Branch by performing specific audits and analyses as required for programs requiring the determination of rates, the payment of subsidies and the rationalization of Canada's rail network.

■ Corporate Management and Human Resources Branch

The Branch is responsible for the management processes and administrative support services for the Agency, as well as for developing and implementing personnel administration and official languages policies. It also ensures that the management of human resources is in accordance with policies established by the central agencies.

Information Holdings

Program Records

■ Secretariat and Regional Operations Branch

Secretariat

Description: Information on the Agency's Secretariat services. *Topics:* Regulations and amendments to regulations; Orders-in-Council affecting the Agency's activities; minutes of the Agency; transcripts of evidence, verbatim written records of the Agency's public hearings and inquiries; exhibits and documents filed with the Agency during the public hearings and inquiries in support or rebuttal of oral evidence given by the witnesses; orders, decisions, reports and notices. *Program Record Number:* NTA SEC 006

Transportation Subsidies – Atlantic Region

Description: Information on licensing of and payments to carriers under the subsidy programs of the Atlantic provinces and information on freight rate assistance to shippers in the Atlantic Region. *Topics:* Claims, waybills and other supporting documents; working papers and computer printouts that detail information for claims made under the Maritime Freight Rates Act and the Atlantic Region Freight Assistance Act and Regulations. *Program Record Number:* NTA SEC 183

■ Dispute Resolution Branch

Competitive Line Rates

Description: Correspondence from shippers or receivers requesting competitive line rates pursuant to section 136 of the National Transportation Act, 1987. *Topics:* Statistical data from shippers and receivers; data of local carriers; and analysis of data and related correspondence. *Program Record Number:* NTA DRB 016

Complaints and Investigations – Air

Description: Information on a wide range of consumer, shipper and carrier complaints with regard to air services. *Topics:* Domestic air fare complaints; discontinuance of service; basic fare increases; basic fare levels; and quality of service. *Program Record Number:* NTA DRB 041

Complaints and Investigations – Marine

Description: Information on a wide range of consumer, shipper and carrier complaints and applications with regard to marine services. *Topics:* Northern marine resupply; tariff and operations investigations; Shipping Conferences Exemption Act rate investigations; pilotage tariff investigations; St. Lawrence Seaway tariff investigations; policy; and analysis. *Program Record Number:* NTA DRB 046

Complaints and Investigations – Rail

Description: Information on a wide range of consumer, shipper, carrier and traveller complaints with regard to rail services. *Topics:* Non-compensatory rates; car supply and availability of equipment; joint track usage and running rights; limitation of liability; common carrier obligations; passenger fares; and rail passenger frequency and service. *Program Record Number:* NTA DRB 021

Interswitching

Description: Correspondence from shippers and shipping associations, carriers, municipalities and other interested parties. *Topics:* Analysis; methodology; traffic flows; geographical locations; engineering. *Program Record Number:* NTA DRB 026

Mediation and Arbitration

Description: Correspondence on the administration of the arbitration/mediation process. *Topics:* Arbitrators; individual case files; and general correspondence on the mediation and arbitration process. *Program Record Number:* NTA DRB 051

Mergers and Acquisitions

Description: Information on proposed acquisitions of Canadian transportation undertakings. *Topics:* Notices of proposed transactions; contractual and financial agreements between parties; filed objections; and proposed acquisition investigations. *Program Record Number:* NTA DRB 056

Rail Infrastructure

Description: Information on railway-highway crossings. *Topics:* Applications for construction and modifications related to projects at railway-highway crossings; regional diagnostic reports regarding applications; recommendations; instructions and guidelines; plans; construction orders; investigation reports and recommendations; approval reports; and operations orders. *Program Record Number:* NTA DRB 062

Roadcruiser Bus Service – Newfoundland

Description: Information on the only motor vehicle undertaking which falls under the direct regulatory control of the Agency. *Topics:* Hearings on rates; scheduling and quality of service; in-house studies of company's financial statements and financial procedures; Statistics Canada reports on comparable bus operations; transportation of disabled persons; survey of quality of service; and scheduling of buses in Newfoundland. *Program Record Number:* NTA DRB 031

Tariffs

Description: Correspondence on tariff and schedule filing and applications to depart from one or more provisions of the Regulations. *Topics:* Fares, rates, tolls and conditions of carriage as filed in Agreed Charges; Confidential Contracts, Freight Tariffs; Express Tariffs; International Bridge and Tunnel Tariffs; Passenger Tariffs; St. Lawrence Seaway Authority Tariffs; Shipping Conference Agreements; Northern Marine Resupply Tariffs; International Air Tariffs; Charter Tariffs; interpretations; rejections; and special permission applications. *Program Record Number:* NTA DRB 011

Transportation Services for Persons with Disabilities

Description: Correspondence on services provided to disabled and elderly persons and complaints related thereto. *Topics:* Liaison with international associations; conferences; database reports; liaison with various levels of government; regulations on fares and conditions of carriage of disabled persons in various transportation modes; liaison with associations of and for disabled and elderly people; procedural and attitudinal training in the area of transportation of disabled persons; accessibility standards. *Program Record Number:* NTA DRB 061

Western Grain Transportation

Description: Correspondence on rate appeals under the Western Grain Transportation Act. *Topics:* Appeals filed under section 47 of the Act; contiguous and competitive points; and tariffs. *Program Record Number:* NTA DRB 036

■ Market Entry and Analysis Branch

Coasting Trade Custom Duty Waivers

Description: Applications to the Minister of National Revenue for custom duty waivers from users of non-Canadian flag vessels in Canada's coastal trade, and related correspondence; correspondence with users or potential users of such vessels. *Program Record Number:* NTA MEA 066

Commodity Pipeline Licensing

Description: Records relating to the licensing of commodity pipelines. *Topics:* Applications for permits and amendments to permits, routes, types of commodities, public notices, interventions; safety analyses;

environmental impact analyses; Agency recommendations to the Minister of Transport; terms and conditions relating to the construction and operation of a pipeline and potentially other terms and conditions; plans, profiles and books of reference of proposed portions of major pipelines to be licensed; permits; and permit suspensions or cancellations. ***Program Record Number:*** NTA MEA 071

Field Investigation – Illegal Operations by Licensed Air Carriers

Description: Complaints received or information uncovered indicating illegal air or Northern Marine Resupply service activities by a licensed carrier. ***Topics:*** Field Investigation Directorate investigation reports; referral to the Domestic Operations or the International Operations directorate for any administrative action deemed necessary; Field Investigation Directorate referrals to RCMP for investigation towards prosecution; RCMP, Department of Justice and Field Investigation Directorate reports indicating what action was taken in the investigation and the prosecution, and the ultimate disposition of the case. ***Access:*** Files are arranged by carrier name. ***Program Record Number:*** NTA MEA 101

Field Investigation – Illegal Operations by Unlicensed Air Carriers

Description: Complaints received or information uncovered concerning illegal air or Northern Marine Resupply service activity by unlicensed carriers. ***Topics:*** Field Investigation Directorate investigative reports; referral to RCMP and Department of Justice; reports indicating what action was taken in the investigation and the prosecution, and final disposition of the case. ***Access:*** Files are arranged by carrier name and by region. ***Program Record Number:*** NTA MEA 106

Industry Monitoring and Analysis

Description: Information on transportation services, on carriers providing them, on travellers' and shippers' experience with transportation services, collected from different sources, including surveys. ***Program Record Number:*** NTA MEA 111

International Air Operations

Description: Records relating to the issuing of licences and temporary authorities for scheduled and non-scheduled international services, and bilateral and multilateral agreements on international air services. ***Topics:*** Applications for scheduled and non-scheduled international services, licence documents, insurance, operating certificates, eligibility, terms and conditions of licences, compliance, suspensions or cancellations, charter flight permits, applications to operate services by parties not holding the appropriate licence authority; bilateral and multilateral air transport agreements, international regulations of air transport, including pricing, capacity and conditions of carriage, economic regulatory activities of international aviation organizations, regulatory policy matters, and civil air relations between Canada and foreign countries. ***Program Record Number:*** NTA MEA 096

Northern Air Licensing

Description: Records relating to the licensing of air carriers to provide public air transportation of passengers and/or goods to, from or within Northern Canada. ***Topics:*** Applications for licences or modifications to licences; Canadian ownership; public notices; interventions, replies to interventions, level of service, economic analyses; decisions, terms and conditions on licences; liability insurance; licence documents; operating certificate requirements; suspensions or cancellations; discontinuance or reduction of service. ***Program Record Number:*** NTA MEA 076

Northern Marine Licensing

Description: Information on licensing of water carriers under the National Transportation Act, 1987. ***Topics:*** Applications; interventions; objections; reference documents; administrative correspondence necessary to the functional operation of the licensing function. ***Program Record Number:*** NTA MEA 081

Rail Licensing

Description: Records relating to the issuance of Certificates of Fitness required for operations of existing railways and Certificates of Public Convenience and Necessity required for operation of proposed railways within Canada. ***Topics:*** Applications for Certificates of Fitness and Certificates of Public Convenience and Necessity; terms and conditions on certificates; public notices, interventions, replies to interventions; economic and financial analyses; ownership status; termini; routes; insurance; and decisions. ***Program Record Number:*** NTA MEA 086

Southern Air Licensing

Description: Records relating to licensing of air carriers to provide public air transportation of passengers and/or goods within Southern Canada. ***Topics:*** Applications for licences or modifications to licences; Canadian ownership; liability insurance; operating certificate requirements; discontinuance or reduction of services; suspensions or cancellation; and licence documents. ***Program Record Number:*** NTA MEA 091

■ Transportation Subsidies Branch

Annual Reports of Railways

Description: Statistical and financial information on a federally regulated railway, including its assets, liabilities, capitalization, revenues, working expenditures and traffic. *Topics:* General rail corporate information; financial information on rail operations; supplementary financial information; unit information on property; statistical information on rail operations; supplementary statistical information. ***Program Record Number:*** NTA TSB 151

Audits of Regulated Railways

Description: Information on verification of the accuracy, uniformity and integrity of information provided to the Agency by regulated railways to ensure and secure compliance with the Railway Act, the National Transportation Act, 1987, and the regulations for which the Agency is responsible. ***Topics:*** Railway accounting system permanent files, accounting system Analysis Audit Manual; regular and special examination files; audit reports. ***Access:*** Files arranged by railway company. ***Program Record Number:*** NTA TSB 156

Branch Line Subsidy Program

Description: Information on branch responsibility to verify railway claim costs and revenues in order to calculate and pay subsidies to the railways. *Topics:* General costing; Canadian Pacific and Canadian National unit cost working papers; Class II railways; CN-CP subdivisions; cost of capital; branch line rehabilitation; railway costing database; and railway subsidy payments databases. ***Program Record Number:*** NTA TSB 171

Cost of Capital

Description: Financial submissions of regulated railways that apply for cost-of-capital rates in accordance with the relevant sections of the Western Grain Transportation Act, the National Transportation Act, 1987 and the Railway Act. ***Program Record Number:*** NTA TSB 121

Freight-Related Studies

Description: Costing studies carried out on specific commodity movements by rail; includes costing work for rate-setting purposes and appeals under the National Transportation Act, 1987, section 23. ***Topics:*** Rapeseed (canola) and grain movements and interswitching. ***Program Record Number:*** NTA TSB 126

Passenger Train Studies

Description: Information on branch subsidy payments for passenger services under section 270 of the Railway Act; also the audit of CN and CP billings for passenger-related services to VIA Rail Canada. *Topics:* CN train service; CP train service; VIA Rail Canada; special costing; unit costs; and specific costs. ***Program Record Number:*** NTA TSB 131

Rail Rationalization

Description: Information on the railway costs and revenues of the operation of the rail line for which an application is received, data such as railway unit costs and work units to support the costs developed for public distribution, and detailed traffic flow information. ***Topics:*** Railway traffic; railway unit costs; interventions of economic and public interest nature; applications by railways for abandonment of operation of rail line. ***Access:*** Material files by railway company and subdivision. ***Program Record Number:*** NTA TSB 176

Special Costing Studies

Description: Special costing studies initiated both within and outside the NTA, either by federal government requirements or by independent agencies and consulting groups. ***Topics:*** Schedule "A" crossing maintenance and construction rates; consultants' reports, drafts, recommendations; railway submissions; government policy and special issues and costing studies related to railway operations. ***Program Record Number:*** NTA TSB 136

Specific Costs

Description: Information on the determination of railway specific costs, including railway and NTA costing information. ***Topics:*** Class I railway specific costs, Class II railway specific costs; CN-VIA and CP-VIA specific costs; specific costs by railway and function; specific cost procedures manual; actual specific cost determinations – working papers by railway and function; and audit records of railway billing to VIA Rail Canada, Inc. ***Program Record Number:*** NTA TSB 141

Uniformity in Accounting by Federally Regulated Railways

Description: Directives which prescribe a classification of railway accounts designed as the standard for gathering and providing a database for regulatory purposes. ***Topics:*** Provisions, pursuant to the Railway Act, of an accounting manual (Uniform Classification of Accounts and related railway records); investigations into the level of adherence and degree of uniformity; research and revision to accommodate changes in accounting standards and generally accepted accounting principles; and rail technology and utility. ***Program Record Number:*** NTA TSB 161

Unit Costs

Description: Information on the determination of railway unit costs. ***Topics:*** Class I railway unit costs, by railway; Class II unit costs, by railway; verification procedures manual, by railway; costing manuals, by railway; railway and NTA unit cost working papers, by railway and function; and railway price indices. ***Program Record Number:*** NTA TSB 166

Western Grain Transportation Program

Description: Costing studies relating to the movement of western grain by rail under the authority of the Western Grain Transportation Act. ***Topics:*** The prescribing of the annual freight rate scale under section 35; the annual designation of grain dependent branch lines under section 40; the annual determination of the CN adjustment under section 56; the conduct of costing reviews every four years under section 38; and the monitoring of annual railway investment under section 29. ***Program Record Number:*** NTA TSB 146

Personal Information Banks

■ Corporate Management and Human Resources Branch

Access Requests

Description: This bank contains the access request forms sent by individuals requesting access to National Transportation Agency information or personal information pursuant to the Access to Information Act and the Privacy Act, the replies to such requests, and information related to their processing. ***Class of Individuals:*** Individuals who have requested access pursuant to the Access to Information Act or Privacy Act. ***Purpose:*** The purpose of this bank is to process access requests and report on the number of access requests received annually. ***Retention***

and Disposal Standards: Files are retained for two years. ***TBS Registration:*** 000322 ***Bank Number:*** NTA PPU 040

Mailing Lists

Description: This bank contains mailing lists which may contain personal information in the form of an individual's name and his or her home, business or mailing address. ***Class of Individuals:*** carriers; producers; federal, provincial and municipal governments; transportation industry organizations, associations and consumer groups; media; libraries and universities; and the general public and business community with an interest in transportation. ***Purpose:*** to notify interested parties of applications and proposed acquisitions made to the Agency, changes in regulations, policies or other matters relating to Agency programs; to solicit comments; mailing of surveys and data forms; and the distribution of orders and decisions, the Annual Review and Report, press releases, and other information of interest. ***Retention and Disposal Standards:*** Mailing lists are destroyed when superseded or obsolete. ***TBS Registration:*** 002926 ***Bank Number:*** NTA PPU 040

Requests from Federal Investigative Bodies

Description: This bank contains requests for personal information made pursuant to paragraph 8(2)(e) of the Privacy Act by federal investigative bodies (named in Schedule II of the Act) for the purpose of enforcing a law of Canada or of a province or for carrying out a lawful investigation. It also contains the replies to such requests, the records of information disclosed, any correspondence with the Privacy Commissioner and all records relating to the processing of the requests. ***Class of Individuals:*** Individuals about whom requests for personal information from federal investigative bodies have been received pursuant to paragraph 8(2)(e) of the Privacy Act. ***Purpose:*** This bank is used to permit the Privacy Commissioner to review disclosures made under paragraph 8(2)(e) of the Privacy Act to federal investigative bodies for the purpose of enforcing a law of Canada or of a province or for carrying out a lawful investigation. ***Retention and Disposal Standards:*** Records are retained for two years after last action. ***TBS Registration:*** 001863 ***Bank Number:*** NTA PPU 045

■ Market Entry and Analysis Branch

Air Service Licence Applications

Description: The purpose of this bank is to maintain a record of air service licence applications for use in granting or denying licence authorities under the National Transportation Act, 1987. The bank contains applications and interventions in support or opposition thereto. Files may contain personal information relating to the applicant or other parties of record. Since files are maintained by applicant name, an access request must specify the name of the applicant. ***Class of Individuals:*** authority and intervenors in the licensing process. ***Purpose:*** For granting or denying licences under the National Transportation Act, 1987. ***Retention and Disposal Standards:*** Files are held for ten years. ***TBS Registration:*** 000320 ***Bank Number:*** NTA PPU 015

Complaints in Respect of Air and Northern Marine Resupply Services

Description: The purpose of this bank is to maintain a record of investigations of complaints concerning possible infractions or alleged operations by licensed or unlicensed carriers under the Air Transportation Regulations or the National Transportation Act, 1987. These records may contain personal information, depending on the nature of the complaint, and may involve communication with other government departments, including the RCMP and the Department of Justice. Since files are maintained by carrier name, an access request must specify the name of the carrier. ***Class of Individuals:*** Individuals involved in the investigation of possible infractions under the National Transportation Act, 1987 or the Air Transportation Regulations. ***Purpose:*** To determine whether or not there have been infractions and if so, to determine the appropriate action. ***Retention and Disposal Standards:*** Files are held for two years except those for advance booking charters, which are held for ten years. ***TBS Registration:*** 000319 ***Bank Number:*** NTA PPU 010

Northern Marine Licensing

The purpose of this bank is to maintain a record of water carrier licence applications for use in determining licence eligibility. The bank contains applications for authority to operate a resupply service on Lake Athabasca along the Mackenzie River and in the Western Arctic region, including interventions in support or opposition thereto. The files may also contain personal information provided in relation to licence applications. The retention period for this bank is to be established. ***Bank Number:*** NTA PPU 025

Passenger Manifests

Description: Manifests are provided by air carriers, on request, and contain the flight number, date, origin, destination and names of individuals booked on charter flights under provision of the Advance Booking Charter Regulations. Some lists may contain addresses and phone numbers of the individuals named. ***Class of Individuals:*** Charter passengers. ***Purpose:*** To verify that ticket sales are in conformity with the Advance Booking Charter Regulations. ***Retention and Disposal Standards:*** Files are maintained for one year. ***TBS Registration:*** 000321 ***Bank Number:*** NTA PPU 020

■ Dispute Resolution Branch

Complaints in Respect of Service Provided to Disabled Persons

Description: The purpose of this bank is to maintain a record of investigations of complaints concerning the possible existence of undue obstacles to the travel of disabled persons under the National Transportation Act, 1987, the Railway Act, the Aeronautics Act, and the Motor Vehicle Transport Act. This bank may contain personal information depending on the nature of the complaint. Since the files are maintained by carrier name and nature of complaint, an access request must specify these identifiers. ***Class of Individuals:*** Individuals involved in the investigation of such complaints under subsection 63.3(1) of the National Transportation Act, 1987, the Railway Act, the Aeronautics Act, and the Motor Vehicle Transport Act. ***Purpose:*** To determine whether or not undue obstacles to the travel of disabled passengers exist and if so, to determine the appropriate action. ***Retention and Disposal Standards:*** Schedules are presently being developed. ***TBS Registration:*** 002154 ***Bank Number:*** NTA PPU 033

Lord's Day Act Applications

This bank contains applications from motor vehicle carriers for the transportation of goods on Sundays; hearing notes and transcripts; decisions and orders pursuant to the Lord's Day Act. Since files are maintained by carrier name, an access request must specify the name of the carrier. This information relates to carriers who have made an application to transport goods on Sundays. This bank of information was compiled or obtained for the purpose of granting or denying authority for the transportation of goods on Sunday. (Please note that the Supreme Court of Canada has declared that the Lord's Day Act has no force and effect – April 24, 1985.) As this is a defunct function and no new records have been created since 1985, this bank is to be scheduled and disposed of. ***Bank Number:*** NTA PPU 035

Mergers and Acquisitions

This bank contains information on proposed acquisitions of Canadian transportation undertakings; applications; contractual and financial agreements between parties; filed objections; review hearing documentation, decisions and orders. Since files are maintained by name of company, an access request must specify the company name. This personal information relates to applicants. The information was obtained to review proposed acquisitions. The retention period for this bank is to be established. ***Bank Number:*** NTA PPU 030

■ Secretariat and Regional Operations Branch

Atlantic Region Freight Assistance Subsidies

Description: This bank contains records of federal assistance to shippers in Atlantic Canada to lessen their transportation costs on movements of traffic, within a selected territory and from the selected territory to points in Canada west thereof, under the Atlantic Region Freight Assistance Act. The bank contains claims submitted by truckers, which include waybills and other supporting documents relative to such claims. Files contain personal information such as names, addresses, claim identifying numbers and financial information relating to the truckers' claims. ***Class of Individuals:*** Truckers applying for assistance under the Atlantic Region Freight Assistance Act and Regulations. ***Purpose:*** This bank is used to administer the program, establish the eligibility of claims and the certification of subsidies, as well as for accounting and statistical purposes. ***Consistent Uses:*** To comply with requests from federal investigative bodies. ***Retention and Disposal Standards:*** Records are destroyed seven years after payment. ***TBS Registration:*** 001864 ***Bank Number:*** NTA PPU 038

Classes of Personal Information

The general subject files of the National Transportation Agency contain a certain amount of personal information relating to routine correspondence and enquiries. The personal information contained in this class normally includes the name and address of the enquirer, but is neither arranged nor retrievable by personal identifiers. This form of personal information is normally retrievable only if specifics are provided concerning the subject and the date of the correspondence. The purpose of this bank is to maintain information relating to general correspondence and enquiries concerning the various functions of the Agency. The retention period for this class of personal information is controlled by the records schedules of the general subject files in which they are stored.

Manuals

(Transportation Subsidies Branch)

- CN and CP Costing Manuals
- Internal Procedures Manuals
- Uniform Classification of Accounts Manual

(Market Entry and Analysis Branch)

- Distance Manuals
- Information and Instructions for Applying for a Licence or for an Amendment to a Licence to Operate a Domestic Air Service
- Instructions concerning the Allocation of Revenues and Costs of Routes
- Instructions Concerning the Allocation of Revenues and Costs to Sub-Systems
- International Air Transport Association (IATA) Manuals; IATA Live Animal Regulations; ULD (Unit Lifting Devices) Technical Manual; Restricted Articles Regulations
- Uniform System of Accounts for Commercial Air Carriers

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information on the Agency's publications, major decisions and rulings, and on its various programs and functions may be directed to:

Headquarters

Communications Services Directorate
National Transportation Agency of Canada
Jules Léger Building
15 Eddy Street
Hull, Quebec
(Mail: Ottawa, Ontario K1A 0N9)
Tel: (819) 994-4035
Fax: (819) 953-8353

Pacific Region

Suite 1310, 800 Burrard Street
Vancouver, British Columbia
V6Z 2G7
Tel: (604) 666-2050
Fax: (604) 666-1982

Northern Region

Suite 304, Mezzanine Level
Air Terminal Building
Whitehorse Airport
Whitehorse, Yukon
Y1A 3E4
Tel: (403) 668-4453
Fax: (403) 668-7954

Western Region

3rd Floor, 350 – Third Avenue North
Saskatoon, Saskatchewan
S7K 6G7
Tel: (306) 975-5201
Fax: (306) 975-5206

Ontario Region

28 North Cumberland Street
Thunder Bay, Ontario
P7A 4K9
Tel: (807) 345-3534
Fax: (807) 345-8045

Quebec Region

Room 605, 606 Cathcart Street
Montreal, Quebec
H3B 1K9
Tel: (514) 283-4064
Fax: (514) 283-9702

Atlantic Region

Assumption Place
P.O. Box 6080
770 Main Street
Moncton, New Brunswick
E1C 9L5
Tel: (506) 851-7100
Fax: (506) 851-7105

Reading Room

The Agency's library has been designated under the Access to Information Act as a public reading room. The address is:

Library
16th Floor, Jules Léger Building
15 Eddy Street
Hull, Quebec
The Western Region (Saskatoon) also comprises a library reading and research room accessible to the public.

Natural Sciences and Engineering Research Council of Canada

Chapter 79

General Information

Background

The Natural Sciences and Engineering Research Council (NSERC) is a departmental Crown corporation that was established on May 1, 1978. Its purpose is to promote and assist research in the natural sciences and engineering, and to advise the Minister in respect of such matters relating to such research as the Minister may refer to the Council for its consideration. NSERC is responsible for the management and administration of the Program of Scholarships and Grants in Aid of Research. These grants and scholarships are intended primarily for university research and graduate students.

Responsibilities

The function of the Council is to promote and support research in the natural sciences and engineering, other than the health sciences, and to advise the Minister on such research. The Council is responsible for the management and administration of the Program of Scholarships and Grants in Aid of Research.

Legislation

- Government Organization (Scientific Activities) Act

Organization

■ Executive Offices

The Executive Offices include the office of the President, who is the chief executive officer of Council, and that of the Executive Vice-President, who is also the Treasurer of the Council. As Council's most senior executives, they are responsible for the overall management and direction of the work of the staff of the Council in the development and delivery of programs.

■ Secretariat-General

The Secretariat-General, headed by the Secretary-General of Council, coordinates the administration of a complex network of committees which form the basis of NSERC's operations. The Secretariat-General also manages program planning, budgeting and evaluation activities and the Council's internal and external communications function, including publishing and public and media relations.

■ Research Grants Directorate

This directorate coordinates the activity associated with support of the research base (operating grants in support of a spectrum of research activities, collaborative research initiatives, grants for the purchase, operation and maintenance of research equipment, facilities and installations) as well as the prestigious E.W.R. Steacie Memorial Fellowships. This activity includes the provision of operational support to selection committees composed of external experts in a series of complex peer-adjudicated competition processes, in program planning and management and in day to day awards administration.

■ Scholarships and International Programs Directorate

This directorate administers competitions, provides operations support to adjudication committees and manages the day to day activity associated with a wide range of awards to undergraduate and graduate students, postdoctoral fellows and scientists and engineers for advanced study and research training in Canadian universities, industry, government laboratories, and abroad.

■ Targeted Research Directorate

This directorate administers programs intended to promote research in selected fields of national importance and to forge closer links between the university research community, research-oriented government departments and the private sector. These programs include strategic grants and research partnerships.

■ Corporate Systems and Services Directorate

This directorate is responsible for the systems and services which support NSERC's officers and staff and facilitate the implementation of programs. In general, this includes administration, finance, personnel and information management activities.

Information Holdings

Program Records

Collaborative Research Initiatives

Description: Information related to a series of NSERC programs designed to support collaboration among Canadian scientists and engineers. *Topics:* Collaborative special projects and programs; infrastructure grants. *Access:* Files arranged by applicant, university, program, and year. *Storage Medium:* For certain programs information maintained in case files is held in a computerized database. *Program Record Number:* SER RES 031

Communications

Description: Information related to the administration and management of NSERC's internal and external communications function including publishing, public and media relations. *Topics:* Communications, public relations, publications. *Access:* Files arranged by subject. *Program Record Number:* SER SEC 021

Equipment Grants

Description: Information related to NSERC's role in enhancing the research capability of university researchers and providing a stimulating environment for research by supporting the purchase of research equipment and installations. *Topics:* Equipment grants; major installation grants; research equipment; university research. *Access:* Files arranged by applicant, university, year. *Storage Medium:* Computer database and paper case files. *Program Record Number:* SER RES 036

Evaluation and Audit

Description: Information related to internal audits and to the evaluation of NSERC's programs, corporate systems and services. *Topics:* Program evaluation, internal audit. *Access:* Files arranged by subject. *Program Record Number:* SER SEC 016

General Research Grants

Description: Information related to funds made available to presidents of eligible universities on the basis of the number of researchers at the university receiving NSERC support, as well as information related to special supplements for smaller universities. *Topics:* General Research Grants; university research; funding university research; small universities. *Access:* Information arranged by university and year. *Program Record Number:* SER RES 041

International Activities

Description: Information related to NSERC programs aimed at fostering cooperation and collaboration between Canadian researchers and scientists and engineers in other countries through such activities as joint projects, visits and exchanges. Also information related to NSERC's efforts to alert Canadian universities, governments and companies to the availability of highly qualified Canadian research personnel studying or working in other countries. *Topics:* International Scientific Exchange Awards; Register of Canadians Studying Abroad; Bilateral Exchange Programs; International Collaborative Research Grants; CIDA/NSERC Research Associateships. *Access:* Files arranged by applicant name, program and year. *Storage Medium:* Computer database and paper case files. *Program Record Number:* SER SIP 065

Operating Grants

Description: Information related to NSERC's operating grants program which is aimed at the promotion and support of a broad base of high quality research in the natural sciences and engineering in Canadian universities. *Topics:* Operating grants – (individual, team and project); research grants, university research, funding of university research. *Access:* Files arranged by name of applicant, university, and year. *Storage Medium:* Computer database and paper case files. *Program Record Number:* SER RES 026

Other General Support

Description: Information related to a series of NSERC special programs and mechanisms aimed at the promotion and support of research activity nor supported by the Operating Grants Program or other programs which support the university research base. *Topics:* E. W. R. Steacie Memorial Fellowships; Special Forestry Support; Attachés de recherche du CRSNG; conference grants; scientific publications grants. *Access:* Information arranged by name of applicant and/or university, program, and year. *Storage Medium:* Computer database and paper case files. *Program Record Number:* SER RES 045

Policy and Planning

Description: Information related to corporate and long-range planning and policy development activity. *Topics:* Policy and planning, five-year plans, organizational development. *Access:* Files arranged by subject. *Program Record Number:* SER SEC 011

Postgraduate Scholarships

Description: Information related to NSERC programs which aim to assist in the provision of highly qualified scientists and engineers by providing financial support to excellent students working toward a master's or doctoral degree in the natural sciences or engineering. *Topics:* Postgraduate Scholarships; 1967 Science and Engineering Scholarships; Postgraduate Scholarships in Science Librarianship and Documentation; scholarships. *Access:* Files arranged by name of applicant, program and year. *Storage Medium:* Computer database and paper case files. *Program Record Number:* SER SIP 055

Research Fellowships

Description: Information related to NSERC programs which provide recent doctoral graduates in science and engineering disciplines with opportunities to add to their experience by engaging in research activities in universities and research institutes in Canada and abroad, and in Canadian research-oriented companies. *Topics:* Postdoctoral Fellowships; University Research Fellowships; Industrial Research Fellowships. *Access:* Files arranged by name of applicant, program and year. *Storage Medium:* Computer database and paper case files. *Program Record Number:* SER SIP 060

Research Partnerships

Description: Information related to NSERC's Research Partnerships program which promotes and supports joint research initiatives and collaboration between universities, Canadian companies, and research-oriented federal government departments. *Topics:* University-industry programs; university-government programs, research and development. *Access:* Files arranged by subject or by case file number. *Storage Medium:* Computerized database and paper case files. *Program Record Number:* SER TAR 075

Secretariat

Description: Information related to the organizational structure, membership, agenda, minutes and activities of the Council and its permanent advisory and special purpose committees. *Topics:* Terms of reference, agenda and minutes, membership, committees. *Access:* Information arranged by subject or by committee. *Program Record Number:* SER SEC 006

Strategic Grants

Description: Information related to NSERC's program of strategic grants which provide support to eligible researchers or teams of researchers in Canadian academic institutions for the initiation or acceleration of substantial projects in certain areas of national concern. *Topics:* Strategic grants; grants; university research; funding of university research. *Access:* Files are arranged by name of principal applicant, university, and year. *Storage Medium:* Computer database and paper case files. *Program Record Number:* SER TAR 070

Undergraduate Research Awards

Description: Information related to awards intended to stimulate the interest of undergraduates be exposing them to research settings in universities and industry. *Topics:* University Undergraduate Student Research Awards; Industrial Undergraduate Student Research Awards; scholarships. *Access:* Files arranged by name of applicant and year. *Storage Medium:* Computer database and paper case files. *Program Record Number:* SER SIP 050

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting
Acts and Legislation
Administration
Administrative and Management Services
Budgets
Buildings and Properties
Classification of Positions
Cooperation and Liaison
Employment and Staffing
Equipment and Supplies
Finance
Furniture and Furnishings
Human Resources
Lands
Occupational Health, Safety and Welfare
Office Appliances
Official Languages
Pensions and Insurance
Personnel
Procurement
Salaries and Wages
Staff Relations
Training and Development
Utilities
Vehicles

Personal Information Banks

Access Request Data Bank

Description: This bank contains the access request forms sent by individuals requesting access to NSERC records and to personal information, the replies to such requests, and information related to their processing. *Class of Individuals:* Canadian citizens, landed immigrants, or other individuals authorized by Order-in-Council who have made requests under the Access to Information Act or the Privacy Act. *Purpose:* The purpose of this bank is to administer requests made under the Access to Information Act and the Privacy Act and to report on the number of requests received. *Retention and Disposal Standards:* Files are maintained for two years following the last administrative action. *TBS Registration:* 001627 *Bank Number:* SER PPU 035

Collaborative Research Initiatives

Description: This bank contains information related to applications for support of Collaborative Research Initiatives. Specifically, it includes material related to applications for grants in support of Collaborative Special Projects and Programs, including infrastructure grants, submitted by individuals who hold academic appointments in eligible Canadian academic institutions. It also contains information related to the administration of these types of awards. It includes details of applicants' post-secondary education, professional experience, and proposals, as well as referee and committee assessments, decisions, reports and recommendations. *Class of Individuals:* Individuals who apply to NSERC for support of collaborative projects and third parties from whom NSERC has requested assessments of proposals. *Purpose:* All information collected from applicants and referees is used to evaluate applications, select candidates, monitor awards and administer programs. *Consistent Uses:* NSERC also uses information in this bank to identify prospective referees and committee members, to evaluate its programs, and to produce statistics and planning information. *Retention and Disposal Standards:* Paper files, some of which contain documentation on successive applications and awards, are retained by NSERC until ten years from the date of the last correspondence on file. *TBS Registration:* 002573 *Bank Number:* SER PPU 055

Employment Applications

This bank contains information for reference on candidates available for employment at the Natural Sciences and Engineering Research Council when vacancies arise. Records contain letters, completed application forms, applicant resumes; it may contain comments of the interviewer, letters of reference and other application information on individuals who have applied for specific advertised openings or an appropriate future opening. Individuals wishing access should provide their full name and address. Records are retained for two fiscal years and then destroyed. *Bank Number:* SER PPU 045

General Support Programs

Description: This bank contains applications, forms and correspondence related to NSERC's research support and other general support programs, some of which provide support for research personnel. This would include the Attachés de recherche du CRSNG, the E.W.R. Steacie Fellowships, access to supercomputers and some miscellaneous grants. Files may contain details of applicant's post-secondary education, professional experience, referee and selection committee assessments, and Council's decisions. They may also contain administrative and financial documents related to the administration of awards. ***Class of Individuals:*** Individuals who participate in NSERC's Research Support and other general support programs and third parties from whom NSERC has requested assessments of proposals. ***Purpose:*** Information in the bank is used to review applications, select candidates, monitor awards and administer programs. ***Consistent Uses:*** NSERC also uses information in this bank to identify prospective referees and committee members, to evaluate programs and to produce statistics and planning information. ***Retention and Disposal Standards:*** Case files, which can include documentation related to a series of successive applications, are retained by NSERC until seven years from the date of the last correspondence on file. ***TBS Registration:*** 002574 ***Bank Number:*** SER PPU 060

International Scientific Exchange Programs

Description: This bank contains information related to NSERC's Bilateral Exchange Programs, International Scientific Exchange Awards, International Collaborative Research Grants, and CIDA/NSERC Research Associateships. It contains information supplied by participants on their post-secondary education, professional experience and research proposals, and may include third-party assessments. The bank contains administrative and financial documentation generated in the administration of the awards. ***Class of Individuals:*** Participants in NSERC's International Scientific Exchange programs and individuals who provide assessments of proposals. ***Purpose:*** Information in the bank is used to review applications, select candidates, monitor awards and administer programs. ***Consistent Uses:*** NSERC also uses information in this bank to evaluate its programs, and to produce statistics and planning information. ***Retention and Disposal Standards:*** Paper files, which may contain documentation related to successive applications and awards, are retained by NSERC until seven years after the date of the last correspondence on file. ***TBS Registration:*** 002576 ***Bank Number:*** SER PPU 070

Lists of External Referees

This electronic data processing bank contains names, affiliation and mailing addresses of individuals in Canada and abroad who are asked by the Council to review proposals for grants to individuals and groups. The information is used to select external referees for research proposals. Only a few of the fields of natural sciences and engineering are included in this bank. Persons requesting access should provide field of research, name and affiliation. The retention period for records in this bank is under review. ***Bank Number:*** SER PPU 050

Operating and Equipment Grants

Description: This bank contains information related to individual, team and project operating grant applications as well as applications for equipment and major installation grants submitted by researchers who hold academic appointments in eligible Canadian academic institutions and information related to the administration of these types of awards. It includes details of applicants' post-secondary education and professional experience, proposals, referee and selection committee assessments, and Council's decisions. ***Class of Individuals:*** Applicants for NSERC operating, equipment and major installation grants and third-party reviewers from whom NSERC has requested assessments of proposals. ***Purpose:*** Information in the bank is used to review select applications, monitor awards and administer programs. ***Consistent Uses:*** As indicated in NSERC's program literature, applications (particularly those for operating grants) may be reviewed in consultation with the other federal granting agencies (the Social Sciences and Humanities Research Council or the Medical Research Council), in order to determine the most appropriate review mechanism or source of funding. NSERC also uses information in this bank to identify prospective referees and committee members, to evaluate its programs, and to produce statistics and planning information. ***Retention and Disposal Standards:*** Inactive paper files, which may include the documentation related to multiple applications, are retained by NSERC until seven years after the date of the last correspondence on the volume. ***TBS Registration:*** 002581 ***Bank Number:*** SER PPU 095

Register of Canadians Studying Abroad

Description: This bank contains information on the professional qualifications of Canadians who are doing postgraduate or postdoctoral work in the natural sciences or engineering in the foreign universities and institutes and who have registered with NSERC so that their availability may be made known to participating Canadian employers who require qualified research personnel. Information includes name, address, current field of study or research, and details of post-secondary education. ***Class of Individuals:*** Canadian graduate and postgraduate students studying or working in foreign countries who have registered with NSERC. ***Purpose:*** Information in the bank is used to facilitate the return to Canada of highly qualified scientists and engineers to meet the needs of Canadian employers. ***Consistent Uses:*** NSERC uses the information in the Register to evaluate its programs and to produce statistics and planning information. NSERC also searches the electronic database file associated with the Scholarships and Fellowships Personal Information Bank to identify potential registrants from among scholars receiving NSERC support. These individuals are then contacted and invited to register. ***Retention and Disposal Standards:*** Paper documents are retained for three calendar years after the year of registration. Registrants are removed from the electronic database upon request or automatically if no update is received for three years. ***TBS Registration:*** 002577 ***Bank Number:*** SER PPU 075

Research Partnerships Programs

Description: This bank contains information on individuals participating in NSERC's Research Partnerships which promote collaboration between universities and companies or between universities and research-oriented federal government departments. Files may include details of applicants' post-secondary education, professional experience, and research proposals. They may also include references and assessments by third parties, committee recommendations, Council's decisions and documentation generated in the administration of awards. ***Class of Individuals:*** Participants in NSERC's Research Partnerships programs and individuals from whom NSERC has requested expert assessments of applications and proposals. ***Purpose:*** Information in the bank is used to review applications, select candidates, monitor awards and administer programs. ***Consistent Uses:*** NSERC also uses information in this bank to identify prospective referees and committee members, to evaluate its programs, and to produce statistics and planning information. Some data is shared between NSERC and other federal departments participating in the Research Partnerships. ***Retention and Disposal Standards:*** Paper files are retained by NSERC until seven years after the date of the last correspondence on file. ***TBS Registration:*** 002580 ***Bank Number:*** SER PPU 090

Scholarships and Fellowships

Description: This bank contains information related to the adjudication and administration of NSERC's scholarships and fellowships programs including Undergraduate Research Awards (University and Industry), Postgraduate Scholarships, Industrial Postgraduate Scholarships, Postgraduate Scholarships in Science Librarianship and Documentation, 1967 Science and Engineering Scholarships, Postdoctoral Fellowships, Industrial Research Fellowships, University Research Fellowships, NATO Science Fellowships, and Canadian Shield Foundation Research Awards. It contains details of applicant's post-secondary education and, in some cases, professional experience. It includes ratings, assessments, recommendations and decisions. The bank also contains the administrative and financial documentation generated in the administration of these awards. ***Class of Individuals:*** Applicants for NSERC scholarships and fellowships and third parties who provide assessment of applicant's suitability for these awards. ***Purpose:*** Information in the bank is used to review applications, select candidates, monitor awards and administer programs. ***Consistent Uses:*** As indicated in NSERC's program literature, applications may be reviewed in consultation with the other federal granting agencies (the Social Sciences and Humanities Research Council or the Medical Research Council) in order to determine the most appropriate review mechanism or source of funding. NSERC also uses information in this bank to identify individuals who are also eligible or who might benefit from participation in other initiatives which support or promote the development of highly qualified scientific and engineering personnel, e.g. NSERC's Register of Canadians Studying Abroad (see separate bank description). In these situations, individuals are contacted and given the opportunity to decide for themselves whether they wish to participate. NSERC also uses information in this bank to identify prospective referees and committee members, evaluate its programs, and produce statistics and planning information. ***Retention and Disposal Standards:*** Paper files, which may contain documentation related to successive applications in different programs, are retained by NSERC until six years after the date of the last correspondence on file. ***TBS Registration:*** 002575 ***Bank Number:*** SER PPU 065

Strategic Grants

Description: This bank contains information related to individual, group, and equipment applications received from researchers in Canadian academic institutions for support under the Strategic Grants program as well as information related to the administration of awards. It includes details of applicants' post-secondary education, professional experience, and research proposals as well as referee and selection panel assessments, and Council's decisions. ***Class of Individuals:*** Applicants for NSERC Strategic grants and third-party reviewers from whom NSERC has requested assessments of applications. ***Purpose:*** Information in the bank is used to review applications, select candidates, monitor awards and administer programs. ***Consistent Uses:*** NSERC also uses information in this bank to identify prospective referees and committee members, to evaluate its programs, and to produce statistics and planning information. As indicated in NSERC's program literature, applications may be reviewed in consultation with the other federal granting agencies (the Social Sciences and Humanities Research Council and Medical Research Council;) in order to determine the most appropriate review mechanism source of funding. ***Retention and Disposal Standards:*** Inactive paper files, which may include documentation related to multiple applications, are retained by NSERC until seven years after the date of the last correspondence. ***TBS Registration:*** 002578 ***Bank Number:*** SER PPU 080

Visiting Fellowships

Description: This bank contains information related to the granting of Visiting Fellowships in Canadian Government Laboratories which NSERC administers on behalf of a number of federal departments and agencies. It also contains information on NSERC International Fellowships offered in Canadian Universities. The bank contains details of applicants' post-secondary education and professional experience. It may contain information on an applicant's marital status and the number and ages of children in cases where NSERC is involved in arranging travel and insurance. It includes assessments of applications as well as recommendations and decisions. The bank also contains the administrative and financial documentation generated in the administration of awards. ***Class of Individuals:*** Canadian citizens and researchers from other countries who participate in the program of Visiting Fellowships in Canadian Government Laboratories or the International Fellowships Program, and third parties who provide references and assessments of applicants' suitability for awards. ***Purpose:*** Information in the bank is used to review applications, select candidates, monitor awards and administer programs. ***Consistent Uses:*** NSERC also uses information in the bank to evaluate programs and to produce statistics and planning information. ***Retention and Disposal Standards:*** Paper files, which may contain documentation related to successive applications, are retained by NSERC until six years after the date of the last correspondence on the file. ***TBS Registration:*** 002579 ***Bank Number:*** SER PPU 085

Classes of Personal Information

The general subject files of the Natural Sciences and Engineering Research Council contain a certain amount of personal information not arranged or retrievable by personal identifiers. Typically, this includes routine requests for information from the public or information about individuals (e.g., name, address, views or opinions) that is stored in subject files as a consequence of the dialogue between NSERC and the research community on program matters.

This kind of personal information is not used for any administrative purpose and is normally retrievable only if specifics are given concerning the date, subject and circumstances under which the information was provided. The retention period for this class of personal information is governed by schedules approved by the National Archivist for the various subject files in which it is stored.

Manuals

- Administrative Policy Manual (Treasury Board)
- Awards Guide
- Guide on Financial Administration for Departments and Agencies of the Government of Canada (Treasury Board)
- Peer Review Manual
- Personnel Management Manual (Treasury Board)
- Procedures for the Administration of the Strategic Grants Program
- Scholarships and Fellowships Guide

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Additional information on the Council's organization, programs and services can be obtained by contacting:

Communications Division
Natural Sciences and Engineering Research Council
Centennial Towers, 4th Floor
200 Kent Street
Ottawa, Ontario
K1A 1H5
(613) 995-5992

Reading Room

NSERC has designated one of its meeting rooms, in accordance with the Access to Information Act, as a public reading room. The address is:

4th Floor, Centennial Towers,
200 Kent Street,
Ottawa, Ontario.

Northern Pipeline Agency Canada

Chapter 80

General Information

Background

The Northern Pipeline Agency (NPA) was created with the proclamation of the Northern Pipeline Act in April 1978, to oversee planning and construction of the Canadian portion of the Alaska Highway Gas Pipeline Project by the Foothills Group of Companies. Pending resumption of planning and construction of the pipeline, the only office in the Agency that is staffed is the Office of the Commissioner, which maintains a small support staff.

Responsibilities

The Agency's mandate is twofold. It is required to regulate the project and to streamline and expedite the approvals process. It is also responsible for ensuring that the pipeline system yields for Canadians the maximum economic and industrial benefit with the least amount of social and environmental disruption, particularly to native communities.

The Agency was designed to act as a single window between federal authorities and the Foothills Group of Companies, and between provincial and territorial governments, and the Government of the United States. In keeping with the Act, many regulatory powers of other federal departments and agencies related to the pipeline project have been delegated to the Agency. This is not the case for those powers reserved exclusively to the National Energy Board or shared between the Board and the Agency.

Legislation

- Northern Pipeline Act, R.S.C. 1985, c. N-26

Organization

■ Office of the Commissioner

As Agency headquarters, the Office provides support to both the Minister responsible for the Agency and the Commissioner. The Office is responsible for developing and consulting on major policy issues between the United States, the provinces, and federal departments and agencies, concerning the planning and construction of the Canadian portion of the Alaska Highway Gas Pipeline Project.

■ Office of the Administrator

The Office exercises such powers and performs such duties and functions as the Minister may specify.

■ Office of the Designated Officer

The Office carries out all the responsibilities specifically required under the *Northern Pipeline Act*.

■ Policy and Programs Unit (not staffed)

This Unit is responsible for most aspects of the Agency's operational role not assigned by statute to the deputy administrator and designated officer, and for contributing to those orders, directions and approvals for the designated officer which require the Minister's concurrence. It is also responsible for socio-economic and environmental matters, industrial benefits, relationships with federal, provincial and territorial government departments, and manpower planning and logistical matters related to the project. It holds special policy responsibilities for the internal planning and administration of the Agency in matters of financial management and adminstration.

■ Socio-economic and Environment Unit (not staffed)

This Unit acts as liaison with various public interest groups and territorial, provincial and federal bodies; advises on socio-economic and environmental policies and procedures; administers terms and conditions; carries out socio-economic and environmental surveillance and monitoring to minimize the negative effects and maximize the benefits of construction and operation of the pipeline. It advises the Agency, federal, provincial and territorial government departments, and community and native groups, and confers with the owners, contractors, and unions on matters related to the avoidance and resolution of labour disputes on the project.

■ Scheduling and Regulatory Unit (not staffed)

This Unit oversees the project scheduling and cost control procedures involved in building the pipeline, including scheduling, critical path planning, and cost review and monitoring. It is also involved in the major areas of project progress information centre and surveillance proceedings, right-of-way responsibilities delegated by the National Energy Board, as well as the issue of permits and orders to ensure correct technical content.

■ Engineering Design Unit (not staffed)

This Unit is responsible for design review and ensuring that appropriate methods are followed by the pipeline engineering section with each company of the Foothills Group. It is responsible for the approval of all engineering design of the pipeline, as well as for providing direction to personnel who will ensure that the company conforms with the engineering requirements, orders, specifications and terms and conditions related to the construction of the pipeline.

Information Holdings

Program Records

Advisory Councils
Description: Information on relations with Advisory Councils to assist the Minister and Commissioner in carrying out the objects of the Northern Pipeline Act. *Program Record Number:* NPA ADM 015

British Columbia Regional Office
Description: Information on all aspects of planning and construction of the Alaska Highway Gas Pipeline in British Columbia with emphasis on liaison between the federal, provincial, territorial and municipal governments, as well as individuals. *Topics:* Construction operations; native groups; pipeline manpower; special interest groups; surveillance; special projects and incidents; American pipeline information. *Access:* Files are arranged by subject and construction zone. *Program Record Number:* NPA ADM 025

Delegated Authorities
Description: Information on the exercise and performance of certain powers, duties and functions delegated to the Northern Pipeline Agency by other government departments. *Topics:* Delegation of authority from the National Energy Board; delegation of authority under the National Energy Board Gas Pipeline Regulations; delegation of authority under the Northern Pipeline Act. *Access:* Files arranged by subject and construction zone. *Program Record Number:* NPA ODO 040

Engineering and Operational File
Description: Information on all engineering aspects associated with the operational phase of the pipeline. *Topics:* Analyses and tests; compressor stations; meter stations; pipeline stress; engineering surveillance; pipeline crossings. *Access:* Files arranged by subject and construction zone. *Program Record Number:* NPA EDU 100

Engineering Design and Development
Description: Information on the engineering design and development necessary before the construction of the pipeline. *Topics:* Specifications and codes; analyses and tests; materials engineering; geotechnical design; pipeline design. *Access:* Files arranged by subject and construction zone. *Program Record Number:* NPA EDU 095

Environment
Description: Information on all aspects of the environment, including climatic conditions in areas through which the pipeline passes, any changes and their effects on pipeline construction. *Topics:* Environmental impact settlement; biological effects; wildlife; pollution; permafrost, frost heave, and ice. *Access:* Files arranged by subject and segment of the pipeline. *Program Record Number:* NPA SEE 070

Government Programs
Description: Information on the powers and authorities delegated to the NPA by other federal departments and agencies, except the National Energy Board. *Topics:* Permits and orders; land tenure and use; field surveillance scheduling and administration. *Access:* Files arranged by subject and construction zone. *Program Record Number:* NPA TRA 050

Industrial Benefits
Description: Information on the economic benefits to Canada of the construction of the Alaska Highway Gas Pipeline through the purchase of pipeline material. *Topics:* Pipe procurement; valve procurement; turbine-compressor packages; fittings procurement; Canadian content. *Access:* Files arranged by subject and construction zone. *Program Record Number:* NPA TRA 055

Legal Affairs
Description: Information on the administration of legal matters; also opinions and decisions. *Topics:* Policy; Commissioner of Oaths; interpretation and application of legislation. *Program Record Number:* NPA ADM 030

Logistics Transportation
Description: Information on logistical plans and activities from the standpoint of their effects on transportation systems. *Topics:* Transportation – pipe; air transportation systems; rail transportation systems. *Access:* Files arranged by subject and construction zone. *Program Record Number:* NPA TRA 045

Manpower
Description: Information on manpower planning, requirements, reporting, recruiting, training, orientation and compensation as they relate to construction of the Alaska Highway Gas Pipeline. *Topics:* Information and recruitment; native hiring and opportunities; training and hiring preferences; manpower inventory; health plans, housing and work camps; contractor-union undertakings; female workers; statistics; manpower counts; construction manpower reports; surveillance manpower reports. *Access:* Files arranged by subject and segment of the line. *Program Record Number:* NPA SEE 075

Policy
Description: Information on federal-provincial, intergovernmental and international relations and negotiations concerning financing, construction, agreements, tariffs, gas exports and legislation. *Program Record Number:* NPA COM 005

Project Scheduling and Monitoring
Description: Information on regulatory matters, construction scheduling and monitoring, cost control and critical path planning for the project. *Access:* Files arranged by construction zone. *Program Record Number:* NPA SRU 090

Public Affairs
Description: Information on NPA public relations, community information, media liaison and employee

communications. *Topics:* Information services; advertising; communications strategies. ***Program Record Number:*** NPA ADM 035

Right-of-Way

Description: Information on the acquisition of land for the construction of the pipeline or of any facilities associated with it. ***Topics:*** Service of land owners; land acquisition status reports; right-of-way; grant of easement; applications for leave to take additional lands; acquisition of work space; public hearings. ***Access:*** Files arranged by subject and construction zone. ***Program Record Number:*** NPA SRU 085

Secretariat Operations

Description: Information on all formal communications between NPA operational headquarters, regional offices, the Foothills Group of Companies, federal, provincial and territorial governments, industry and the public. ***Topics:*** Corporations, companies and firms; government liaison; public relations. ***Program Record Number:*** NPA ADM 010

Social and Cultural Issues

Description: Information on social and cultural matters, particularly as they relate to the effect of pipeline construction on the culture and livelihood of the indigenous peoples living along its route. ***Topics:*** Trap-line compensation; loss of livelihood; native harvesting; archaeological sites; protection of recreational areas; burial sites. ***Access:*** Files arranged by subject and segment of the pipeline. ***Program Record Number:*** NPA SEE 065

Socio-economic Issues

Description: Information on socio-economic issues such as manpower, social services and employment opportunities; also issues related to the existence of the pipeline. ***Topics:*** Social, economic and environmental effects; plans and plan schedules for pipeline construction; social services; opportunity measures; business opportunities; communities. ***Access:*** Files arranged by subject and segment of the line. ***Program Record Number:*** NPA SEE 060

Surveillance Information

Description: Information on the day-to-day operations associated with pipeline and station construction. ***Topics:*** Diaries and reports; daily field orders; construction progress reports; equipment reports; reports of non-compliance. ***Access:*** Files arranged by subject and segment of the line. ***Program Record Number:*** NPA SRU 080

Yukon Regional Office

Description: Information on all aspects of planning and construction of the Alaska Highway Gas Pipeline in the Yukon with emphasis on liaison between the federal, provincial, territorial and municipal governments, as well as individuals. ***Topics:*** Construction operations; native groups; pipeline manpower; special interest groups; surveillance; special projects and incidents; American pipeline information. ***Access:*** Files are arranged by subject and construction zone. ***Program Record Number:*** NPA ADM 020

Personal Information Banks

Access Request Data Bank

Description: The bank contains access request forms received from individuals requesting access to their files, the replies to such requests and information related to processing. ***Class of Individuals:*** Employees, applicants for employment, and individuals providing services under contract. ***Purpose:*** The bank provides information on access requests. ***Consistent Uses:*** The bank records requests for access and provides information on periodic reports on requests. ***Retention and Disposal Standards:*** Files are retained for two years (under review). ***TBS Registration:*** 000740 ***Bank Number:*** NPA PPU 020

Application for Employment

Description: The bank maintains an inventory of applicants from the general public or the federal government for employment with the Northern Pipeline Agency. It includes applications for employment, curricula vitae, letters of reference and other personal information. Individuals are identified by name. The Office of the Commissioner is responsible for this bank. ***Class of Individuals:*** Applicants for employment in the Agency. ***Purpose:*** The bank is used to identify applicants, their skills and abilities, work histories, or education for possible future appointments to the Agency staff. ***Consistent Uses:*** The bank is used in the staffing of Agency positions. ***Retention and Disposal Standards:*** Records are retained in the bank for two calendar years (under review). ***TBS Registration:*** 000737 ***Bank Number:*** NPA PPU 005

Expenditure Records

Description: The bank contains documentation in support of expenses incurred by employees in the performance of their duties including authorization for expenditure, advances and claims. ***Class of Individuals:*** Employees of the institution. ***Purpose:*** The documentation in the bank is used to support payments to employees and is retained for the purposes of audit. ***Consistent Uses:*** The bank is used in the administration and verification of expense claims of employees. ***Retention and Disposal Standards:*** Information in the bank is retained covering the most recent six fiscal years of the employee, including the current fiscal year. ***TBS Registration:*** 000739 ***Bank Number:*** NPA PPU 015

Service Contract Files

Description: The bank maintains information on individuals or firms engaged under contract. The files contain data referring to curricula vitae, rates charged for service, dollar values of contracts, terms of contracts and previous contracts. ***Class of Individuals:*** Individuals performing services for the Agency either directly or through their firms. ***Purpose:*** The bank was established to record information relating to individuals and firms providing services to the Agency under contract. ***Consistent Uses:*** The bank is used to record information relating to persons and firms providing services to the

Agency under contract and to control payments for such services. *Retention and Disposal Standards:* The files in the bank are kept for six years following completion of the services. *TBS Registration:* 000738 *Bank Number:* NPA PPU 010

Manuals

Office of the Designated Officer

- Designated Items – Procurement Program
- Engineering and Technical Orders
- Environmental Terms and Conditions
- Schedule III to the Northern Pipeline Act
- Socio-economic Terms and Conditions

Policy and Programs

- Alaska Highway Gas Pipeline Project Report on Transportation and Logistics – August 1, 1980, and March 1, 1981; also February 27, 1981
- Alaska Highway Pipeline Project, Logistics – August 1980
- Manual of Internal Administration

Scheduling and Regulatory

- Consolidated Monthly Progress Reports
- Final Design Cost Estimate Phase I, Eastern Leg – December 1980
- Final Design Cost Estimate Prebuild, Western Leg – April 1980
- Final Design Cost Estimate Prebuild, Western Leg Re-submission – September 1980
- Phase 1 Progress Report
- Reports of Non-compliance Issued to Foothills by Surveillance Officers
- Station Construction Reports
- 1982 Operations and Maintenance Expense Budget, Zone 7 and 8

Engineering Design

- Commissioning
- Compressor Stations
- Crossings
- Flow Studies
- Leave to Open
- Monitoring Procedures
- Operator's Manual
- Pipeline and Compressor Testing and Acceptance Plans
- Regulatory Submission Schedules
- Stress Analyses, Frost Heave, Settlement, Muskeg, Pipe Stability, Earthquake

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Agency and its various programs and functions may be directed to:

Special Advisor on Policy and Public Affairs
Northern Pipeline Agency
Lester B. Pearson Building
125 Sussex Drive
Ottawa, Ontario
K1A 0G2

(613) 993-7466

Reading Room

In accordance with the Access to Information Act, an area on the premises of this institution has been designated as a public reading room. The address is:

Lester B. Pearson Building
125 Sussex Drive
Ottawa, Ontario.

Northwest Territories Water Board

Chapter 81

General Information

Background

The Northwest Territories Water Board was established under section 7 of the Northern Inland Waters Act, which was proclaimed on February 28, 1972. The Northern Inland Waters Regulations were promulgated on September 14, 1972. Two amendments to the Regulations have been made since; one on January 15, 1975, and the other on July 17, 1975. The Board held its founding meeting in Yellowknife, N.W.T. on April 18, 1972.

Responsibilities

The Board provides for the conservation, development and use of the water resources of the Northwest Territories in a manner that will provide the optimum benefit for all Canadians, and for the residents of the Territories in particular. Under the Act an application must be made to the Board and a licence issued prior to the use of any waters or disposal of any waterborne waste. The requirement for application applies equally to departments and agencies of the federal government. The only exclusions are the use of water for domestic purposes, for extinguishing a fire or, in an emergency, for controlling or preventing a flood.

Legislation

- Northern Inland Waters Act
- Northern Inland Waters Regulations

Organization

The Board consists of not fewer than three and not more than nine members appointed by the Minister of Indian Affairs and Northern Development. It is made up of at least one nominee from those departments of the Government of Canada which, in the opinion of the Governor in Council, are most directly concerned with the management of the water resources in the Northwest Territories, and at least six persons named by the Commissioner in Council of the Northwest Territories.

Professional and technical staff is provided by the Minister of Indian Affairs and Northern Development to help conduct the business of the Board and its activities. A Technical Advisory Committee was established in 1973 to provide a forum for the discussion of technical matters related to applications for use of water and waste disposal. An Environmental Advisory Committee was established in 1986 to address issues of water quality standards and environmental impact monitoring in the Northwest Territories.

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Board and its various programs and functions may be direct to:

Executive Assistant
Northwest Territories Water Board
9th Floor, Precambrian Building
P.O. Box 1500
Yellowknife, Northwest Territories
X1A 2R3
(403) 920-8191

Reading Room

In accordance with the Access to Information Act, an area on the premises of this institution has been designated as a public reading room. The address is:

Precambrian Building, 9th Floor,
Yellowknife, Northwest Territories.

Office of the Auditor General of Canada

Chapter 82

General Information

NOTE: THE OFFICE OF THE AUDITOR GENERAL OF CANADA IS NOT SUBJECT TO THE ACCESS TO INFORMATION ACT.

Background

The Auditor General is required by the Auditor General Act to audit government departments, agencies, and Crown corporations and the Accounts of Canada. He reports the results of his examinations to the House of Commons.

Information Holdings

Personal Information Banks

Access Request Data Bank

Description: This bank contains the access request forms sent by individuals requesting access to their files, the replies to such requests and information related to their processing. *Class of Individuals:* This information relates to individuals requesting access to their files. *Purpose:* Information in this bank is used for processing access requests only, and to report on the number of access requests received annually. ***Retention and Disposal Standards:*** Files are kept for two years. ***TBS Registration:*** 001590 ***Bank Number:*** OAG PPU 020

Competition Files

Description: This bank exists in accordance with Section 18 of the Public Service Employment Regulations, to record and provide information related to any competition administered by the Auditor General's Office. The data include job descriptions; requests to staff; job profiles; statement of qualifications; terms of reference; eligibility lists; applications for the particular competitions. The bank contains records on all persons who are included in a competition which the Auditor General's Office administers. Individuals may gain access to these records by a written request. *Class of Individuals:* The information relates to all persons who are included in a competition which the Auditor General's Office administers. *Purpose:* The bank is used to provide information relating to all competitions administered by the Auditor General's Office so that the most meritorious candidate is selected. ***Retention and Disposal Standards:*** Retention for board assessments is two years following board date; for eligibility lists one year after expiry; and for other documents two years from date of completion of process. ***TBS Registration:*** 001589 ***Bank Number:*** OAG PPU 015

Professional Service Contracts

Description: This bank contains data referring to curricula vitae and level within the firm of the individual, performance appraisal, rates charged for services, dollar values of contract, terms and contracts and previous contracts. *Class of Individuals:* This information relates to all individuals working on contract for the Office of the Auditor General (OAG) anywhere in the world. ***Purpose:*** The purpose of this bank is to maintain information on individual consultants engaged under contract. ***Consistent Uses:*** This information is used to report on status and commitment values of contracts throughout the Office. ***Retention and Disposal Standards:*** Files are kept for six fiscal years. ***TBS Registration:*** 001587 ***Bank Number:*** OAG PPU 005

Unsolicited Employment Applications

Description: The data in this bank include the applicant's name and address, the date the application was acknowledged and the type of action taken (e.g., future vacancies). Anyone requesting access to these records should do so in writing. *Class of Individuals:* The information relates to persons who have submitted applications without the Office of the Auditor General requesting them to do so. *Purpose:* This bank exists to keep a record of unsolicited employment applications received by the Office and the action taken by the Office following the receipt of an application. ***Retention and Disposal Standards:*** Records are retained for two years. ***TBS Registration:*** 001588 ***Bank Number:*** OAG PPU 010

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

For further information on the activities of the OAG, please contact:

Office of the Auditor General of Canada
Room 1167, 240 Sparks Street
Ottawa, Ontario
(613) 995-3766

Office of the Chief Electoral Officer

Chapter 83

General Information

NOTE: THE OFFICE OF THE CHIEF ELECTORAL OFFICER IS NOT SUBJECT TO THE ACCESS TO INFORMATION ACT.

Responsibilities

The Communications Directorate: The Directorate is responsible for developing and implementing programs and activities aimed at increasing public awareness of the electoral system and the role of Elections Canada, and at informing electors about their democratic rights guaranteed under the Charter of Rights and Freedoms and how they may exercise those rights. Activities include advertising, public, community and media relations, publications and the operation of an enquiries service.

The Operations Directorate: The Directorate supervises the administrative conduct of federal elections; trains federal returning officers; prepares books of instructions for election officers; applies the provisions of the Act pertaining to the eligibility of persons to vote; supervises the revision of polling division boundaries; compiles statistics and statutory reports and, as required, assists eleven electoral Boundaries Commissions in carrying out their mandate under the Electoral Boundaries Readjustment Act to determine the boundaries of the electoral districts assigned to each province.

Election Financing Directorate: The Directorate is responsible for both the financial management of the organization and for satisfying all statutory requirements under the Canada Elections Act. The Directorate maintains registries of political parties and registered agents, examines the election expenses returns of candidates and registered political parties at federal elections, establishes the amounts to be reimbursed and arranges payments; refers to the Commissioner of Canada Elections those cases where a breach of the Canada Elections Act is suspected; audits and pays statements of fees and claims submitted by election officers.

The Commissioner of Canada Elections: The Commissioner of Canada Elections is responsible by Statute for ensuring, under the general supervisor of the Chief Electoral Officer, that the provisions of the Canada Elections Act are complied with and enforced.

Information Holdings

Personal Information Banks

Communications

Description: This bank contains the names and addresses of individuals or organizations who have asked to be put on mailing lists (two) to receive copies of all new or revised publications or the quarterly newsletter CONTACT, published by Elections Canada. *Class of Individuals:* The Canadian population in general, some academics and Members of Parliament, libraries, federal government institutions and other organizations and companies. *Purpose:* To provide information about the electoral system, at the request of the individuals concerned. *Retention and Disposal Standards:* The lists are routinely updated. *TBS Registration:* 002765 *Bank Number:* CEO PPU 020

Election Financing

This information bank contains the names and addresses of candidates, official agents and auditors; the name of each registered political party; their registered agent and auditor; the officers and the registered agents of each party; the election expenses returns of candidates seeking election to the House of Commons and of registered political parties; the amounts of money reimbursed to political parties and candidates who qualify; the name and address of each election officer and other personal data; the amount of fees paid and claims reimbursed to election officers and the particulars of cases referred by the Election Financing Directorate to the Commissioner of Canada Elections for review. This information relates to candidates, official agents and auditors; chief agents, political parties, auditors, officers and registered agents; and election officers, e.g., returning officers, election clerks, deputy returning officers, poll clerks, enumerators, revising officers and revising agents. This information is necessary in order to reimburse election expenses of candidates and political parties as well as to pay fees to various election officers for their services in connection with a federal election. Copies of candidate and party returns are maintained on microfiche at the National Archives of Canada. Information relating to election officers is disposed of in the same manner as all other financial payment records. *Bank Number:* CEO PPU 010

Election Operations

This information bank contains data on returning officers appointed by Order-in-Council, the names of candidates and their official agents as recorded in the candidates' nomination papers, as well as the names of the electors who sign the candidates' nomination papers; preliminary lists of electors; revising officers' record sheets; record of decisions in cases involving a person's eligibility to vote; complaints with respect to the manner in which election officers discharge their duties; personal data on individuals who are deprived of their right to vote and/or be a candidate because of a conviction for a corrupt or an illegal practice under the Canada Elections Act. This information relates to the Canadian electorate and candidates at federal elections. It has been compiled following the preparation of voters' lists and the completion of nomination papers as required by the Act. Candidates use voters' lists during their election campaign and at polling stations to check on the right to vote of citizens. Nomination papers and voters' lists are public documents only during the election and can be inspected at the office of the returning officer during the election; after the election the Chief Electoral Officer retains these documents. All election documents, as defined by the Act, are retained by the Chief Electoral Officer for a period of one year following the election as required by the Act. After that year, most of those documents are sent to National Archives of Canada; voters' lists are microfilmed. ***Bank Number:*** CEO PPU 005

Files of the Commissioner of Canada Elections
This information bank houses correspondence with respect to the appointment of persons who represent the Commissioner during elections, the names of lawyers who act as counsel, and particulars of complaints alleging violations of the Act. The information in this bank is used by the Commissioner of Canada Elections, the R.C.M.P. for investigative purposes, and the Courts in deciding on the guilt or innocence of an accused person. This information relates to representatives of the Commissioner, names of lawyers acting as Counsel, and complaints and subjects of complaints. It was compiled for investigative purposes to ensure compliance with the Canada Elections Act. The bank's information can be used for investigations and prosecutions under the Canada Elections Act. Information is retained for ten years. ***Bank Number:*** CEO PPU 015

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

For further information about the activities of this organization, please contact:

Office of the Chief Electoral Officer
1595 Telesat Court
Ottawa, Ontario
K1A 0M6

Office of the Commissioner of Official Languages

Chapter 84

General Information

NOTE: THE OFFICE OF THE COMMISSIONER OF OFFICIAL LANGUAGES IS NOT SUBJECT TO THE ACCESS TO INFORMATION ACT.

Responsibilities

The terms of reference of the Commissioner of Official Languages (COL) are set out in the Official Languages Act. This legislation came into effect in September I988. The terms of reference consist in ensuring recognition of the status of each of the official languages and compliance with the spirit and intent of the Act in the administration of the affairs of federal institutions and in promoting English and French in Canadian society.

The Commissioner fulfils his or her duties in three ways: he/she investigates complaints regarding matters governed by the Official Languages Act; he/she carries out studies, research, analyses and audits with respect to the equality of status and equal rights and privileges of the official languages; and, lastly, he/she encourages application of the Act by providing information and advice, and by working with the public as well as with federal organizations. The Commissioner's mandate encompasses the entire federal apparatus – departments, agencies, Crown corporations, and so on.

Information Holdings

Personal Information Banks

Commissioner of Official Languages Information Distribution

Description: Files kept are on individuals and organizations to whom information produced by the Office of the Commissioner of Official Languages (OCOL) is distributed. The information filed comprises: name, address, occupation, telephone number and official language preference of the individual or organization, and an indication of the information requested. ***Class of Individuals:*** The files contain the names of individuals who have requested information and to persons in positions of official language significance designated by the OCOL for receipt of information. Subcategories include: federal and provincial political representatives; public servants; official language minorities; media; libraries; educators; and interested citizens. ***Purpose:*** For distribution, analytical and statistical purposes, files are kept on individuals and organizations who receive information produced by the OCOL. ***Consistent Uses:*** This bank is used mainly for the purpose of distributing information related to official languages, with the occasional analysis and statistics being produced to support this purpose. ***Retention and Disposal Standards:*** Thirteen thousand names and records are stored electronically on a permanent distribution list which is updated annually. ***TBS Registration:*** 001262 ***Bank Number:*** COL PPU 010

Complaints and Audits

Description: Language audit working papers and complaints files document the nature, extent and scope of the linguistic audit work performed and of complaints investigated. Files are also kept on requests for information regarding official languages in general. In addition, a computerized database contains essential information on the identity of complainants and on the subject and results of complaints investigations. ***Class of Individuals:*** Individuals who file complaints with the Commissioner of Official Languages and individuals contacted by the Office regarding its investigations. Also, individuals or groups who have presented a request for information. ***Purpose:*** The information in these files is used to support conclusions drawn, and recommendations made, by the Commissioner of Official Languages in the performance of his or her duties pursuant to the Official Languages Act. Information pertaining to official languages issues in general is kept for distribution, analytical and statistical purposes. ***Consistent Uses:*** In accordance with the requirements of the Official Languages Act, the Commissioner reports annually to Parliament on matters which he or she considers to be of significance arising out of the investigations and audits conducted in the performance of his or her statutory mandate. Every precaution is taken in these circumstances to eliminate personal information from the report involved in order to protect privacy. The audit reports are published and are made available to the public, but the information in the complaints investigation files and in the computerized database is confidential in accordance with section 60 of the Official Languages Act. ***Retention and Disposal Standards:*** Files pertaining to complaints and audits are retained for twenty years. General information requests in a given file or set of files are retained for three years. ***TBS Registration:*** 001261 ***Bank Number:*** COL PPU 005

Classes of Personal Information

Policy and Regional Operations

In order to keep abreast of trends, and with a view to ensuring recognition of the status of Canada's official languages in co-operation with individuals and organizations, the Policy and Regional Operations Branches keep some information on those organizations and individuals with whom it is necessary for the OCOL to communicate on a regular basis, to obtain or verify information having to do with minority official language rights: languages and education; federal official languages programs; and private sector initiatives in the area of official languages. At this point these files are mainly in the form of lists of names and addresses; they do not contain any personal information beyond that which is necessary to identify the person and/or organization. They are located in Ottawa and in the five regional offices – Edmonton, Winnipeg, Toronto, Montreal and Moncton.

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Office of the Comptroller General

Chapter 85

General Information

Background

The position of Comptroller General of Canada was created by Bill C-10, an amendment to the Financial Administration Act, on June 30, 1978. The Comptroller General reports to the President of the Treasury Board.

Responsibilities

The role of the Office of the Comptroller General (OCG) is to support cost-effective and accountable management across the federal government by ensuring the establishment and maintenance of sound financial management, program evaluation and internal audit.

OCG officials establish financial management policies, work with program managers and departmental specialists and give advice on financial management, particularly in areas such as financial control, management accounting and reporting, financial management systems, audit and program evaluation.

The OCG also promotes the professional development of financial officers, program evaluators and internal auditors and provides functional leadership to professionals of these three communities.

Legislation

- Financial Administration Act and Regulations

Organization

The Office of the Comptroller General's activities are delivered by three branches – Accounting and Costing Policy; Financial Management Information and Systems; and Evaluation and Audit; and one division – Corporate Affairs and Professional Development.

■ Corporate Affairs and Professional Development Division

The Corporate Affairs and Professional Development Division is responsible for providing management direction, strategic policy advice, corporate performance information and administrative support for the Office as well as advice and support for the professional development of the three communities under the Office's functional direction, i.e., financial management, internal audit and program evaluation.

The Division is involved in activities related to: policy advice and coordination; support to the Comptroller in OCG-wide management responsibilities; coordination of the strategic, operational, financial and human resource planning including PS2000 initiatives; management of corporate performance information; management of OCG information systems; administration of a number of corporate policies and programs.

The Division is also responsible for the coordination of human resources planning and demographic studies; recruitment of university graduates to the financial and audit communities; training and educational programs; career planning and development; and classification.

As well, the Division is responsible for the administration of the OCG Awards Plan and the coordination of requests on Access to Information and Privacy.

■ Accounting and Costing Policy Branch

The Accounting and Costing Policy Branch is responsible for ensuring that government needs and accountability requirements are met cost effectively in internal control and costing, cash management and summary financial reporting.

The Branch is involved in establishing the legislative and policy framework for sound financial management and control, for giving financial policy interpretation to departments and agencies and for ensuring that financial controls support decision-making by program managers, the government and Parliament.

The Branch is also involved in activities related to: government financial control and authorities; government accounting policy and financial statements; cash management; and costing and cost accounting policy.

■ Financial Management Information and Systems Branch

The Financial Management Information and Systems Branch is responsible for establishing and maintaining policies and guidelines to ensure that cost-effective financial management systems are in place and operating, and that the financial management information needs of departments, central agencies and Parliament are met in a timely and cost-effective fashion.

The Branch is involved in activities related to: operational planning and budgeting and to financial and operational performance reporting; reporting to Parliament in Estimates, Public Accounts and Annual Reports; classification and collection of government-wide financial information; government-wide and departmental financial management systems; and improvement in productivity in financial management systems through technology.

■ Evaluation and Audit Branch

The Evaluation and Audit Branch is responsible for establishing and maintaining effective program evaluation and internal audit in support of departmental and government-wide cost-effective management and accountability. The Branch also conducts studies, audits, evaluations and reviews at the request of the President of the Treasury Board.

The activities of the Branch include: developing and promulgating program evaluation and internal audit policy and standards; providing advice and assistance on evaluation and audit practices; communicating central evaluation and audit concerns to departments; reviewing evaluation criteria and departmental performance reporting to the Treasury Board; assessing and reporting on departmental evaluation and audit practice; providing functional leadership to the evaluation and audit communities; overseeing central evaluations and audits in such areas as science and technology, environmental audit, Economic and Regional Development Agreements (ERDAs), etc; conducting special duties as required; and liaising with the Office of the Auditor General (OAG) and the Standing Committee on Public Accounts (PAC).

Information Holdings

Program Records

■ Accounting and Costing Policy Branch

Accounting and Control of Revenue and Accounts Receivable

Description: Information on controls of the accounting systems of the Government of Canada. *Topics:* Collection of debts due the Crown – collection methods (revenue guidelines master agreements); deletion of debts due the Crown – Standing Interdepartmental Committee on Uncollectible Debts; interdepartmental settlements; standing advances. ***Program Record Number:*** OCG ACP 050

Accounting and Costing

Description: Information on accounting policies, costing principles and practices, cash management, and internal controls. *Topics:* Committees; banking; cash management; cheque issue security and bank losses; corporate credit cards; cost-effective management control; Crown Corporations – acts, legislation and regulations; departmental bank accounts; departmental enquiries; grants and contributions; guide on financial administration for departments and agencies of the Government of Canada; improvement of management practices and controls (IMPAC); liaison – accounting associations; pay; payable at year end (PAYE); petty cash; regulations – loss of money, public officers guarantee; standard payment period and interest payment policies, study on purposes and objectives of the summary financial statements; travel. ***Program Record Number:*** OCG ACP 121

Acts

Description: Information on certain federal acts. *Topics:* Adjustment of Accounts Act publications; Financial Administration Act – amendments, section 1-25, section 26-50, section 51-75, section 76-100. ***Program Record Number:*** OCG ACP 055

Public Accounts

Description: Information on the accounting policies of the Government of Canada as well as the public sector generally. *Topics:* Financial assets; Canadian Institute of Chartered Accountants/Public Sector Accounting and Auditing Committee (CICA/PSAAC); Crown corporations; fixed assets; revolving and working capital advances; standing committee of Public Accounts; study of the accounts of Canada (N.G. Ross project 1973-75); superannuation; valuation of recorded assets. ***Program Record Number:*** OCG ACP 060

■ Financial Management Information and Systems Branch

Classification of Financial Transactions

Description: Information on the classification and coding of financial transactions of the Government of Canada. *Topics:* Central agency client needs; classification and coding of transactions/accounts; database access, retrieval and analysis; repository of financial information. ***Program Record Number:*** OCG FMI 075

Financial Information Strategy Projects

Description: Information on the streamlining of financial operations and financial information reporting, as well as information on the development of new central and common departmental financial information systems. *Topics:* Consultants; committees; OCG/FIS projects; SSC/FIS projects. ***Program Record Number:*** OCG FMI 080

Financial Management Information Systems

Description: Information on financial management systems currently operating in departments and agencies with proposed enhancements, improvements and changes to these systems; data on periodic performance measurement. *Topics:* Auditor General – reports; budgets; committees; conferences, meetings, symposium; Crown Corporations; departmental financial reporting system (TIMAC); electronic authorization project (SSC); estimates – departmental expenditure plan (Part III); financial administration evaluation – by departments; financial management and systems (FMS) – guidelines for cost-effective; increased ministerial authority and accountability (IMAA); information management; information technology and systems plan (ITSP); joint Comptroller General services review of the expenditure process; operational plan framework (OPF); presentations; publications; reform of the estimates; specifications for departmental systems; study of duplication of financial reports; systems inventory; systems projects – long-range systems planning. ***Program Record Number:*** OCG FMI 120

Liaison on Automated Systems

Description: Information on general communications held with commercial suppliers and government departments and agencies concerning automated systems. *Topics:* Commercial suppliers; departments, agencies and Crown Corporations. ***Program Record Number:*** OCG FMI 115

Performance Measurement

Description: Information about identifying and measuring the performance of government programs. *Topics:* Development and implementation; improvement of management practices and controls (IMPAC); program forecast analysis; projects – administrative overhead; food inspection; reports; reviews. ***Program Record Number:*** OCG FMI 110

■ Evaluation and Audit Branch

Audit and Review

Description: Information on the control and performance of audit and review activities, including special projects and studies. *Topics:* Auditor General – financial management control study (FMCS) II ; conferences, meetings, presentations, briefings; information exchange protocol; information technology audit development centre (ITADC); liaison – by departments and agencies; performance measurement; research and development; special projects – Canadian Diary Commission, certification of pension assets under Public Pension Reporting Act, international relations; special studies. ***Program Record Number:*** OCG ARB 030

Improvement of Management Practices and Controls

Description: Information on improvement of management practices and controls, Surveys I, II, III; the development and implementation of action plans (including monitoring); implementation assistance program (IAP), departmental strategies, and anniversary meetings. *Topics:* Actions plans – implementation – by departments and agencies; Surveys I, II, III. Note: Action plans are produced by departments and are their property. ***Program Record Number:*** OCG ARB 035

Internal Audit

Description: Information on internal auditing within the federal government: the systematic, independent review and appraisal of all departmental operations, including administrative activities, for the purpose of advising the Deputy Minister and senior managers on the efficiency, economy and effectiveness of the internal management practices and controls; internal audit input into program evaluation activities, as warranted; and policy statements, guidelines and standards by the Office of the Comptroller General of Canada to departments and agencies. *Topics:* Audit and evaluation; committees; development and implementation of contribution audit policy and procedures; employment and staffing; government internal audit plan (GIAP) – by year; improvement of management practices and controls (IMPAC): increased ministerial authority and accountability (IMAA); liaison; research projects; study of internal audit – handbook, standard for internal audit; training and development. Note: Internal audit plans are produced by departments and are their property. ***Program Record Number:*** OCG ARB 037

Program Evaluation

Description: Information on various policy and operational program evaluation projects carried out by the Program Evaluation Branch. *Topics:* Program evaluation – operations; committees – parliamentary review for program evaluation (white paper); community development; conferences and meetings; departmental program evaluation operations – framework, assessments and studies; economic and regional development – agreements (ERDA), by provinces; increased ministerial authority and accountability (IMAA); liaison – departments and agencies, other governments, societies/institutions/organizations; projects – corporate projets, sector operations – evaluation of Science and Technology, specific evaluation studies; task force on program evaluability; program evaluation methods; training and development. Note: Program evaluation plans are produced by departments an are their property. ***Program Record Number:*** OCG PEB 136

■ Corporate Affairs and Professional Development Division

Corporate Management

Description: Information on the planning and coordination of the Comptroller General of Canada. *Topics:* Comptroller General; Auditor General – study of procedures in cost effectiveness (SPICE); committees; conferences, meetings, seminars; freeze on discretionary spending; improvement of management practices and controls; parliamentary matters. ***Program Record Number:*** OCG CMD 006

Professional Development

Description: Information on planning of human resource development for the financial administration, internal audit and program evaluation communities of the federal government. *Topics:* Advice and assistance; classification, organization, staffing – benchmarks, classification, staffing and selection; committees – Interdepartmental Advisory Committee on Financial Administration Development (IACFAD); courses – departmental programs, government expenditures management (GEM), resourcing; financial officers – classification, human resources planning, organization, recruitment and development (FORD/IARD), staffing, training – development of new financial administration training; internal audit officers – human resources planning; liaison – universities; point of contact assignment programs; seminars; special studies. ***Program Record Number:*** OCG PDD 125

Personal Information Banks

Access Requests

Description: This bank contains the requests under the Access to Information Act to access records under the control of the Office of the Comptroller General, the replies to such requests, and any other information relevant to the processing of the requests. ***Class of Individuals:*** Individuals requesting access to certain documents or files of the Office of the Comptroller General. ***Purpose:*** This bank is used to process requests as well as for research and statistical purposes. ***Retention and Disposal Standards:*** Records are kept for two years after last administrative action has been taken and are then destroyed. *TBS Registration:* 001892 *Bank Number:* OCG PPU 015

Applications for Employment

Description: This bank contains applications for employment with the Office of the Comptroller General. These requests usually consist of a letter containing such information as name, address, education and work experience. These applications are screened when positions become available. *Class of Individuals:* Individuals requesting employment with the Office of the Comptroller General. *Purpose:* This bank serves as a reference when positions become vacant. *Consistent Uses:* The bank is used to store information on individuals requesting employment with the Office of the Comptroller General. *Retention and Disposal Standards:* Records are retained for two years and are then destroyed. *TBS Registration:* 001890 *Bank Number:* OCG PPU 005

Personal Service Contracts

Description: This bank contains the contracts placed with the Office of the Comptroller General and supporting documents, the types of services rendered, the lengths of contracts and records of money expended. *Class of Individuals:* Individuals hired under personal contracts by the Office of the Comptroller General. *Purpose:* The bank is used for accounting, reference and statistical purposes. *Retention and Disposal Standards:* Files are retained for six years and are then destroyed. *TBS Registration:* 001891 *Bank Number:* OCG PPU 010

Privacy Act Requests

Description: This bank contains the requests submitted under the Privacy Act, the replies to such requests and any other information relevant to the processing of the requests. *Class of Individuals:* Individuals requesting access to certain documents or files of the Office of the Comptroller General. *Purpose:* This bank is used for the processing of requests as well as for research and statistical purposes. *Retention and Disposal Standards:* Records are kept for two years after last administrative action has been taken and are then destroyed. *TBS Registration:* 001893 *Bank Number:* OCG PPU 020

Classes of Personal Information

In the course of conducting the program and activities of the Office of the Comptroller General of Canada, classes of personal information may be accumulated which are stored as part of the general subject files where records are not normally retrieved by name of individual or other personal identifier.

This form of personal information is normally retrievable only if further information is provided concerning a specific activity. The retention period for these classes of personal information is controlled by the record schedules of the general subject files in which they are stored.

Manuals

Corporate Affairs and Professional Development

- FORD/IARD Brochure
- Profile of the Financial Administration Community
- A Perfect Balance of Challenge and Reward (FORD/IARD Program)
- A Mutual Commitment to Professional Growth (Educational Leave/Co-Op Replacement (EDCO) Program)
- Explore New Horizons (EDCO Program)
- Rotational Point of Contact (Assignment Services)

Financial Management Information and Systems

- Common Evaluation Criteria
- Treasury Board Guide on Financial Administration for Departments and Agencies of the Government of Canada (joint ACP)
- Guide to the Estimates of the Government of Canada
- Guide for the preparation of Part III of the Estimates
- FMS Handbook – Revenue Management Module
- Risk Assessment Methodology
- Departmental Financial Management System Profile
- Annual update of Master List of Objects and Program Activities

Accounting and Costing Policy

- Cash Management in the Government of Canada
- Guide to the Costing of Outputs in the Government of Canada
- Reference Manual on Cash Management for Departments and Agencies of the Government of Canada
- Treasury Board Guide on Financial Administration for Departments and Agencies of the Government of Canada (joint FMI)
- Treasury Board Financial Management Manual

Evaluation and Audit

- Internal Audit Handbook (Volumes I, II, III)
- Branch Policies and Procedures Manuals
- Standard for Internal Audit
- Guide on the Program Evaluation Function
- Principles for the Evaluation of Programs
- Working Standards for the Evaluation of Programs in Federal Departments and Agencies

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Office of the Comptroller General and its various programs and activities may be directed to:

Communications Division
Treasury Board of Canada
L'Esplanade Laurier
East Tower, 9th Floor
140 O'Connor Street
Ottawa, Ontario
K1A 0R5
(613) 957-2400

Reading Room

The Finance-Treasury Board Library has been designated under the Access to Information Act as a public reading room. The address is:

L'Esplanade Laurier,
East Tower, 11th Floor,
140 O'Connor Street,
Ottawa, Ontario.

Office of the Grain Transportation Agency Administrator

Chapter 86

General Information

Background

The Grain Transportation Agency was created by the Western Grain Transportation Act, 1983. It is a branch designated as a department for purposes of the Financial Administration Act. The Agency reports to Parliament through the Minister of Transport.

Responsibilities

The Grain Transportation Agency (GTA) is charged with the development, coordination and management of specific aspects of the grain handling and transportation system. The Agency, under the direction of the Administrator, is responsible for promoting transportation system efficiencies, monitoring railway performance relative to grain, allocating grain cars in co-operation with the Canadian Wheat Board and the Canadian Grain Commission, and generally coordinating the handling and transportation of grain. A Senior Grain Transportation Committee (SGTC), made up of senior representatives from all facets of the grain trade, was established under the Western Grain Transportation Act as an advisory body to the Minister of Transport and the Administrator. The Agency provides administration and technical support to the SGTC.

Legislation

- Western Grain Transportation Act

Organization

The overall organizational structure of the Grain Transportation Agency is divided into three divisions: Operations, Planning and Finance and Administration.

- **Operations Division**

The Operations Division is responsible for car allocation, involving the weekly determination of the number of railway grain cars required and available to move western grains to export and domestic destinations. It is also responsible for the overall coordination of grain movement, including port coordination at Vancouver and Thunder Bay, control of the government hopper car fleet, transportation administration tasks and public information.

- **Planning Division**

The division is responsible for improving the efficiency of the grain handling and transportation system, developing and implementing procedures for setting performance targets for the railways and other system participants, developing information systems (including EDP), and conducting studies and analysis.

- **Finance and Administration Division**

The division provides financial and administrative support for the Agency, encompassing the areas of financial systems, accounting, budgetary control, goods and services acquisition, materiel management and contract administration, personnel services, secretarial and clerical support functions, and all general administrative functions.

Information Holdings

Program Records

Accounting and Finance
Description: Information on the Agency's financial administration systems. *Topics:* Procedures; reporting systems; Public Accounts; financial coding; resource utilization; signing authorities; travel regulations; banking; budgets. *Program Record Number:* AGT FAA 050

Administration
Description: Information on Agency administrative procedures. *Topics:* Contract administration; buildings; liaison with other government departments; library; translation; postage; office machinery; telecommunications. *Program Record Number:* AGT FAA 055

Government
Description: General information on different levels of government. *Topics:* Federal government; provincial governments; Department of Transport; Canadian Wheat Board; Canadian Grain Commission; Grains Group; terminal elevators; transfer elevators; tariffs; Public Service Commission; Supply and Services Commission; Ports Canada; National Archives of Canada; Treasury Board; Canadian Transport Commission; National Transportation Agency; federal acts; Secretary of State; British Columbia; Alberta; Saskatchewan; Manitoba. *Program Record Number:* AGT FAA 015

Grain Operations
Description: Information on the activities of the Agency's grain movement functions. *Topics:* Car allocation; three-month plan; producer cars; commodities; train run system; grain elevators; feed grains; rapeseed; production; grain companies; trucking. *Program Record Number:* AGT OPR 001

Grain Transportation Agency
Description: Information on the organization and background of the Agency. *Topics:* Organization; performance sub-group; efficiencies sub-group; financial

information; target setting; general information requests; terms of reference. ***Program Record Number:*** AGT FAA 005

Personnel

Description: General information and guidelines regarding personnel matters. ***Topics:*** Staffing; special employment programs; training; classification; organizational charts; official languages. ***Program Record Number:*** AGT FAA 060

Ports

Description: Information on grain ports. ***Topics:*** Vancouver; Thunder Bay; Churchill; Prince Rupert; Task Force for Emergency Grain Transport; St. Lawrence; weekly unloads; shipping; shipping associations. ***Program Record Number:*** AGT OPR 030

Producers

Description: Information on western grain producers. ***Topics:*** Associations; storage charges; Unifarm; Prairie Commodity Coalition; Canola Council Coalition; Keystone agricultural producers; Western Agricultural Conference. ***Program Record Number:*** AGT OPR 035

Publications/Public Affairs

Description: Information on the Agency's publications and public affairs. ***Topics:*** Annual report; National Transportation Week; exhibitions; Grain Transportation Agency news releases; media coverage; the GTA update. ***Program Record Number:*** AGT FAA 025

Railways

Description: General information regarding the Agency's interface with the Railways. ***Topics:*** Canadian Pacific Railway; Canadian National Railway; B.C. Railway; government hopper cars; Churchill; Prince Rupert; capacity of rail fleet; rapeseed; car exchange; Central Western Railway. ***Program Record Number:*** AGT OPR 020

Research and Systems Development

Description: Information on the planning and development and evaluation activities of the Agency. ***Topics:*** Research projects; development of data processing; development of word-processing facilities; mailing list; filing systems; forecasting; statistics; computer facility; data from other organizations; research and analysis; performance measures; efficiency measures. ***Program Record Number:*** AGT PLN 010

Senior Grain Transportation Committee

Description: Information on the Senior Grain Transportation Committee activities. ***Topics:*** Meetings; formation of committees; sub-committees. ***Program Record Number:*** AGT FAA 040

Western Grain Transportation Act (WGTA) Review

Description: Information on the review of the WGTA. ***Topics:*** Meetings; government departments; briefs; method of payment; railways; administrative issues; definition of export; advertising; press clippings; list of commodities. ***Program Record Number:*** AGT PLN 045

Personal Information Banks

■ Finance and Administration

Access Requests

Description: This bank contains any access request forms or correspondence sent by individuals requesting access to government information and their files, pursuant to the Access to Information Act and the Privacy Act; the replies to the requests; and pertinent information regarding the processing of these requests. ***Class of Individuals:*** General public. ***Purpose:*** This bank is used for processing access requests only, and to maintain data required to produce reports on the number of access requests received annually. ***Retention and Disposal Standards:*** Files are retained for two years after the latest administrative decision, and then transferred to the National Archives of Canada. ***TBS Registration:*** 002259 ***Bank Number:*** AGT PPU 005

Expenditure Accounts and Control

Description: This bank contains information regarding payments for professional fees, travel and miscellaneous expenses, to contractors and consultants under contract with the Grain Transportation Agency. ***Class of Individuals:*** Private sector individuals under contract, or other agreement, with the Grain Transportation Agency for the provision of professional/special services. ***Purpose:*** This bank is used for the payment of invoices and claims submitted by contractors and consultants. ***Retention and Disposal Standards:*** The files are retained for six years (Grain Transportation Agency for three years and thereafter three more years at National Archives of Canada). ***TBS Registration:*** 002261 ***Bank Number:*** AGT PPU 015

Revenue Accounting and Control

Description: This bank is used for managing the receipt and deposit of public money, including refunds from suppliers. Information relating to the administration of this accounting system is also included. ***Class of Individuals:*** General public. ***Purpose:*** Information is obtained for the receipt and deposit of public money. ***Retention and Disposal Standards:*** Records are retained for six years, in accordance with the Government of Canada retention and destruction periods for financial records. ***TBS Registration:*** 002260 ***Bank Number:*** AGT PPU 010

Staffing

Description: This bank contains unsolicited applications for employment describing personal characteristics and curricula vitae of applicants. ***Class of Individuals:*** General public. ***Purpose:*** The purpose of this bank is to maintain a record of persons seeking employment with the Agency. The bank is utilized to fill vacant positions in accordance with the Public Service Employment Act and Regulations. ***Consistent Uses:*** Applications may be forwarded to the Public Service Commission for inclusion in their various inventories, with the consent of individuals concerned. ***Retention and Disposal Standards:*** Files are retained for two years. ***TBS Registration:*** 002258 ***Bank Number:*** AGT PPU 001

Manuals

- Allocations Handbook
- Financial and Administration Procedures Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Grain Transportation Agency and its various programs and functions may be directed to:

Director, Finance and Administration
Grain Transportation Agency
Room 300 – 200 Graham Avenue
Winnipeg, Manitoba
R3C 4L5
(204) 983-5953

Reading Room

In accordance with the Access to Information Act, an area at the Grain Transportation Agency is designated as a public reading room. The address is:

Room 300 – 200 Graham Avenue
Winnipeg, Manitoba.

Office of the Inspector General of the Canadian Security Intelligence Service

Chapter 87

General Information

Background

The present Inspector General was appointed by the Governor in Council on July 18, 1988, pursuant to section 30 of the Canadian Security Intelligence Service Act (the CSIS Act).

Responsibilities

The CSIS Act requires the Inspector General to: monitor the compliance by CSIS with its operational policies; review the operational activities of CSIS, including such reviews as the Security Intelligence Review Committee (SIRC) may direct, and submit to the Solicitor General certificates stating the extent to which the Inspector General is satisfied with each report submitted by the CSIS Director under section 33 of the Act. The certificates must also indicate whether any act or thing done by CSIS in the course of its operational activities during the period to which a report relates is, in the opinion of the Inspector General, not authorized by or under the Act, contravenes any directions issued by the Solicitor General, or involves an unreasonable or unnecessary exercise by CSIS of any of its powers.

Legislation

- Canadian Security Intelligence Service Act

Organization

For administrative purposes, the Office of the Inspector General forms part of the Secretariat of the Ministry of the Solicitor General. The Office is divided into two units:

Policy and Standards Unit: Analyzes legislative and policy provisions or proposals relating to the performance of the Inspector General's statutory functions; develops standards and guidelines for reviewing and monitoring CSIS operational activities; provides advice on issues of law or policy that concern the Inspector General, and assists the Inspector General with the preparation of reports, certificates and other documents.

Operations Unit: Develops and implements operational plans for monitoring and reviewing CSIS operational activities; assists the Inspector General in undertaking specific reviews requested by the Solicitor General or the SIRC; advises the Inspector General respecting CSIS operational programs, and provides general administrative services to the Inspector General.

Information Holdings

Program Records

CSIS Documents

Description: Documentation provided by CSIS relating to its operational activities and policies. This material is returned to CSIS when no longer required by the Inspector General for current reference purposes. ***Topics:*** Miscellaneous subjects directly related to CSIS operations. ***Access:*** By subject. ***Storage Medium:*** Hardcopy. ***Program Record Number:*** OIG OPS 010

Policy, Standards and Operations

Description: Planning, descriptive and analytic material relating to the review, monitoring and reporting responsibilities of the Inspector General; information respecting the administration of the Office of the Inspector General, including general correspondence, and final reports or recommendations, including the certificates of the Inspector General. *Topics:* Miscellaneous subjects directly related to the Inspector General's statutory and executive functions. ***Access:*** By subject. ***Storage Medium:*** Hardcopy. ***Program Record Number:*** OIG OPS 005

Security Information

Description: Information concerning matters of national security required by the Inspector General for general reference purposes. *Topics:* Miscellaneous subjects directly related to national security issues, interests and programs. ***Access:*** By originator's title and subject. ***Storage Medium:*** Hardcopy. ***Program Record Number:*** OIG OPS 015

Personal Information Banks

Applications for Employment

Description: This bank contains information on individuals who have submitted written applications for employment to the Office of the Inspector General. It contains letters, completed application forms, résumés, letters of reference and, normally, letters from the Office of the Inspector General acknowledging receipt of applications. Records are organized alphabetically, by surname. *Class of Individuals:* Individuals who are interested in securing employment with the Office of the Inspector General. *Purpose:* These records are used for reference when vacancies arise. *Consistent Uses:* The information in this bank is used only for the purpose for which it was collected. ***Retention and Disposal Standards:*** These records are kept for a minimum of two years. ***TBS Registration:*** 001900 ***Bank Number:*** OIG PPU 010

Records Access Request Bank

Description: This bank contains requests for information, responses to requests, and information relating to the processing of requests. It contains the name, address, telephone number and social insurance number of the person making the request, as well as other information provided in the request form. Requests are assigned numbers and organized by fiscal year. ***Class of Individuals:*** Individuals who have submitted requests to the Office of the Inspector General. ***Purpose:*** This bank enables the Office of the Inspector General to administer the Access to Information Act and the Privacy Act. ***Consistent Uses:*** The information in this bank is used only for the purpose for which it was collected. ***Retention and Disposal Standards:*** These records are kept for a minimum of two years. ***TBS Registration:*** 001901 ***Bank Number:*** OIG PPU 015

Classes of Personal Information

The Inspector General does not administer a personal information collection program. However, while carrying out his official duties, he may incidentally accumulate personal information that is not contained in the information banks described in this entry. Such information exists in fragmentary form throughout the files maintained at the Office of the Inspector General. It relates to the performance of the Inspector General's statutory or executive functions. Some of this information, originally collected by CSIS, forms part of CSIS records and pertains to specific activities of CSIS that are, from time to time, monitored or reviewed by the Inspector General. Other portions have been generated internally, by other government agencies or by the general public in the form of opinions and enquiries. This information is not intended to be used by the Office of the Inspector General for any administrative purpose affecting individuals. The information may include names, addresses or professions, and is normally retrievable only if specific subjects, events or dates are provided.

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information respecting the Office of the Inspector General may be directed to:

The Office of the Inspector General of the Canadian Security Intelligence Service
Ministry of the Solicitor General
Sir Wilfrid Laurier Building, 3rd Floor
340 Laurier Avenue West
Ottawa, Ontario
K1A 0P8
(613) 990-3270

Reading Room

The reading room of the Ministry of the Solicitor General has been designated as the reading room for the Office of the Inspector General of CSIS. The address is:

Sir Wilfrid Laurier Building
1st Floor, 340 Laurier Avenue West
Ottawa, Ontario.

Office of the Superintendent of Financial Institutions Canada

Chapter 88

General Information

Background

The Office was formally established by the Office of the Superintendent of Financial Institutions Act, 1987.

Responsibilities

The Office of the Superintendent of Financial Institutions is responsible for the supervision of federally registered or licensed financial institutions including chartered banks; insurance, trust, loan and investment companies; fraternal benefit societies; and co-operative credit societies. It also supervises employer-sponsored pension plans that are subject to the Pension Benefits Standards Act, 1985.

The Office is responsible for provision of actuarial advice to other departments of the federal government and performs extensive actuarial services in the valuation of government pension and insurance programs. The Office is also responsible for administration of the Civil Service Insurance Act and the collection of certain premium taxes pursuant to Part I of the Excise Tax Act.

Legislation

- Bank Act
- Canadian and British Insurance Companies Act
- Civil Service Insurance Act
- Co-operative Credit Associations Act
- Foreign Insurance Companies Act
- Investment Companies Act
- Loan Companies Act
- Part I, Excise Tax Act
- Pension Benefits Standards Act, 1985
- Trust Companies Act

Organization

■ Regulatory Policy Sector

This sector is responsible for regulatory policy development including legislative and regulatory proposals, industry-wide financial analysis and research, policy interpretation and advice, analysis of industry trends, development of supervisory methodology including identification of resource skills, and the development of training programs.

■ Deposit-Taking Institutions Sector

This sector supervises chartered banks and federally registered or incorporated trust, loan and investment companies and co-operative credit societies, including on-site examinations of books and records of such financial institutions. It also provides examination and other technical services and advice to the Canada Deposit Insurance Corporation and, by agreement, provides similar services to certain provincial jurisdictions concerning provincially-incorporated companies.

■ Insurance and Pensions Sector

This sector supervises federally registered or incorporated insurance companies and fraternal benefit societies including on-site examinations of books and records of such financial institutions. It also supervises employer-sponsored pension plans subject to the Pension Benefits Standards Act, 1985. In addition, the Sector provides actuarial services and advice to other government departments and performs extensive actuarial services in the valuation of government insurance and pension programs.

■ Management Services Sector

This sector provides management services for the Office, including communications and public affairs. In addition, it administers the Civil Service Insurance Act and Part I of the Excise Tax Act. Under the Civil Service Insurance Act, life insurance was made available by the government to public servants on a voluntary basis until 1954. Current activities involve receipt of premiums on premium-paying policies; correspondence with policyholders regarding changes of beneficiary, mode of payment, etc.; and processing of death claims and cash surrender values. Under Part I of the Excise Tax Act, a 10 percent premium tax is imposed on certain insurance premiums paid by residents of Canada to unauthorized insurers, or to authorized insurers through brokers outside Canada.

Information Holdings

Program Records

Actuarial Advice Provided to Revenue Canada – Employer-Sponsored Pension Plans

Description: Records related to statutory actuarial advice given to Revenue Canada, under the Income Tax Act (section 20(1)(s)) regarding employer past-service contributions to pension plans. *Topics:* Advice under the Income Tax Act. *Access:* Plans are assigned a number on receipt from Revenue Canada, and filed numerically. *Storage Medium:* Paper. *Program Record Number:* SFI IAP 020

Actuarial Advice Provided to Revenue Canada – Maximum Tax Actuarial Reserves

Description: Records of actuarial advice given to Revenue Canada on maximum tax actuarial reserves of life insurance companies and fraternal benefit societies.

Topics: Maximum tax actuarial reserves. *Access:* By company name. *Storage Medium:* Paper. *Program Record Number:* SFI IAP 025

Actuarial Services Provided to Other Departments – Government Insurance and Pension Plans

Description: Records related to actuarial valuations and cost estimates of government insurance and pension plans, including related data banks and software. *Topics:* Public Service Superannuation Act; Public Service Superannuation Death Benefit; reciprocal transfer agreements; Supplementary Retirement Benefit Act; Canadian Forces Superannuation Act; regular forces death benefit; RCMP Superannuation Act; RCMP (dependants) pension fund; Members of Parliament Retirement Allowance Act; Judges Act; Veterans Insurance Act; Returned Soldiers Insurance Act; Civil Service Insurance Act; Halifax relief pensions; Canada Pension Plan; and miscellaneous requests for actuarial calculations. *Access:* Files arranged by plan. *Storage Medium:* Paper and EDP systems. *Program Record Number:* SFI IAP 015

Civil Service Insurance

Description: Records of holders of life insurance policies issued under the Civil Service Insurance Act. (Issuance of new policies was discontinued with the introduction of the Supplementary Death Benefit Plan in 1954.) *Topics:* Policies in force; death claims; surrenders; and premium records. *Access:* Policies in force filed by policy number with cross-referenced alphabetical index; death claims and surrenders filed by death claim or surrender number and cross-referenced to policy number; and premium records filed by policy number. *Storage Medium:* Paper; details of terminated policies stored on microfilm by policy number. *Program Record Number:* SFI MGT 030

Financial Institutions – Deposit-Taking Institutions

Description: Information on incorporation and registration, financial statements, financial analysis and examination of financial institutions, exchanges of correspondence with financial institutions and with other jurisdictions, complaints and enquiries, and related data banks and software. *Topics:* Chartered banks; trust companies; loan companies; investment companies; co-operative credit societies. *Access:* Files arranged by financial institution name. *Storage Medium:* Paper and EDP systems. *Program Record Number:* SFI DTI 005

Financial Institutions – Insurance and Pensions

Description: Information on incorporation and registration, financial statements, financial analysis and examination of financial institutions, exchanges of correspondence with financial institutions and with other jurisdictions, complaints and enquiries, and related data banks and software. *Topics:* Insurance companies and fraternal benefit societies. *Access:* Files arranged by financial institution name. *Storage Medium:* Paper and EDP systems. *Program Record Number:* SFI IAP 007

Pension Plans Subject to Pension Benefits Standards Act, 1985

Description: Records related to registration of plans, correspondence regarding annual information returns, funding and examination of plans, liaison with provincial authorities, enquiries regarding plans, and related valuation data bank and software. *Topics:* Pension plans subject to Pension Benefits Standards Act, 1985. *Access:* Files arranged by employer name. *Storage Medium:* Paper and EDP systems. *Program Record Number:* SFI IAP 010

Premium Tax

Description: Records on collection of 10 percent premium tax imposed under the Excise Tax Act (Part I) on certain insurance premiums paid by residents of Canada to authorized insurers through brokers outside Canada, or to unauthorized insurers for coverage of risks in Canada. *Topics:* Authorized insurers, brokers or agents, and insureds. *Access:* Files arranged alphabetically; records of insureds – alphabetically by year. *Storage Medium:* Paper. *Program Record Number:* SFI MGT 035

Regulatory Policy

Description: Records related to the development of legislative and regulatory policy; correspondence with other departments, other jurisdictions, industry associations and professional bodies; industry-wide financial analysis and research, supervisory methodology and professional development; communications and public affairs including ministerial correspondence. *Topics:* Acts listed under "Legislation"; accounting and other industry-wide studies; reciprocity with, and supervisory practices of, other jurisdictions; international financial and monetary systems; nation risks and exposures. *Access:* Files arranged by Act name, jurisdiction, industry association or subject matter. *Storage Medium:* Paper and EDP systems. *Program Record Number:* SFI RPP 001

Personal Information Banks

Applications for Employment

Description: This bank serves to maintain an inventory of applications from individuals requesting employment with the Office. The files include completed application forms, letters and curricula vitae of persons seeking employment with the Office. *Class of Individuals:* Individuals seeking employment with the Office. *Purpose:* The bank is used to review applications of individuals requesting employment with the Office when positions become available. *Retention and Disposal Standards:* Records are retained for two years and then destroyed. *TBS Registration:* 001685 *Bank Number:* SFI PPU 010

Civil Service Insurance

Description: Records of holders of life insurance policies issued under the Civil Service Insurance Act. Issuance of new policies was discontinued in 1954 upon introduction of the supplementary death benefit plan for the public service and the armed forces. *Class of Individuals:* Holders and beneficiaries of life insurance policies issued under the Civil Service Insurance Act. Approximately 3800 policies remain in force. ***Purpose:*** Eligibility for insurance benefits. ***Consistent Uses:*** Settlement of claims and payments of cash surrender value. ***Retention and Disposal Standards:*** Files retained for 10 years after claim or surrender. ***TBS Registration:*** 000427 ***Bank Number:*** SFI PPU 005

Classes of Personal Information

Practically all records held by the Office consist of information relating to supervised financial institutions and pension plans. Some personal information may also be accumulated by the Office in the course of conducting its supervisory function, such as information on names and functions of various company officials, information on individuals seeking to incorporate a new financial institution that would be supervised by the Office, or information about a policy holder or depositor with a complaint against a supervised financial institution. Such personal information is stored as part of the general subject files where records are not retrieved by name of individual or other personal identifier. This form of personal information is normally retrievable only if specifics are provided concerning the financial institution, the individual, and the particular circumstances involved. The retention periods for these classes of personal information are controlled by the record schedules of the general subject files in which they are stored.

Part I of the Excise Tax Act imposes a tax on certain property and casualty insurance premiums related to insurance placed by residents of Canada with unauthorized insurers or with authorized insurers through brokers outside Canada. In carrying out administration of Part I of the Act, some personal information may be accumulated which is not part of the specific personal information bank described in this entry. Most of the insureds subject to the tax are corporations, but for any given year there may also be some individuals subject to tax. The personal information accumulated with respect to such individuals would be their name and address and information related to the insurance premiums subject to tax, such as policy number, description of risk, net premiums and name of insurer. The information is normally retrievable if the name of the individual and the year involved are provided.

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Office and its various programs and functions may be directed to:

Director
Communications and Public Affairs
Office of the Superintendent of Financial Institutions
13th Floor, 255 Albert Street
Ottawa, Ontario
K1A 0H2

(613) 993-0577

Certain financial data regarding chartered banks is published periodically in the Canada Gazette, as required by the Bank Act. Access to financial data regarding institutions other than banks may be made through the purchase of computer tapes or by direct access to the data through the facilities of I.P. Sharp Associates Limited time-sharing system. Further information may be obtained directly from the Office or from I.P. Sharp Associates at one of the following addresses:

I.P. Sharp Associates Limited
2 First Canadian Place, Suite 1900
Toronto, Ontario
M5X 1E3

(416) 364-5361

I.P. Sharp Associates Limited
265 Carling Avenue, Suite 600
Ottawa, Ontario
K1S 2E1

(613) 236-9942

I.P. Sharp Associates Limited
555 René Lévesque Boulevard West,
Suite 1610
Montreal, Quebec
H2Z 1B1

(514) 282-0744

Reading Room

In accordance with the Access to Information Act, the office library has been designated as a public reading. The address is:

14th Floor, 255 Albert Street,
Ottawa, Ontario.

Pacific Pilotage Authority Canada

Chapter 89

General Information

Background

As a result of recommendations made by a Royal Commission on Pilotage in Canada, the Pilotage Act was assented to by Her Majesty and the Governor in Council and proclaimed in force February 1, 1972.

The Pilotage Act created four pilotage regions with specific authorities, thereby replacing a large number of local pilotage districts. The four Pilotage Authorities – Atlantic, Laurentian, Great Lakes and Pacific are Crown corporations, responsible to Parliament through the Minister of Transport.

Pacific Pilotage Authority was incorporated pursuant to the Pilotage Act on February, 1972 as a Crown corporation under Schedule III, Part I of the Financial Administration Act.

The Pacific Pilotage Authority is in general governed by the following: Canada Shipping Act; Pilotage Act; General Pilotage Regulations; Pacific Pilotage Regulations; Authority by-laws.

Responsibilities

The role of the Authority is to establish, operate, maintain and administer in the interest of safety, an efficient and economical pilotage service within all coastal waters of British Columbia and the Fraser River. As a further goal, the Authority prescribes tariffs of pilotage charges that are fair, reasonable and consistent with providing revenues sufficient to permit the Authority to operate on a self-sustaining financial basis.

The Pacific Pilotage Authority consists of a chairman, and six members appointed by the Governor in Council.

The Authority's head office is located in Vancouver, British Columbia. All management services – administrative, personnel, financial, contracts, purchasing, etc. – are provided by the Vancouver office.

Legislation

- Authority By-Laws
- Canada Shipping Act, RSC, 1985, c. S-9
- General Pilotage Regulations
- Pacific Pilotage Regulations
- Pilotage Act, RSC, 1985, c. P-14

Organization

■ Administration Branch

This Branch provides administrative and financial services as required to operate within accepted corporate business procedures.

■ Operations Branch

This Branch provides pilotage service by assignment, and to dispatch qualified pilots to ships navigating within the boundaries of the Pacific Pilotage Authority.

Information Holdings

Program Records

Pilotage Services

Description: Information on the provision of pilotage services within the Pacific Region. *Topics:* Dispatching records; pilotage licences; tariff charges; assignment of pilots to vessels; accident reports; collective agreements; international shipping affairs. ***Program Record Number:*** PPA OPE 005

Tariffs

Description: Information on the setting of tariffs for the provision of pilotage services; also on the conduct and results of negotiations on the setting of tariffs in various districts throughout the region as well as results of Canadian Transport Commission hearings. ***Program Record Number:*** PPA OPE 010

Personal Information Banks

Accounts Payable Files

This bank contains a record of payments with financial details and account numbers of individuals or firms involved in supply of goods and services. File is alphabetical by name of firm or individual. Voucher and payments are maintained in hard copy and in date sequence. Documents from the current and past year are in hard copy. Information from the previous year is on microfilm. Access to this bank is obtained by providing the name of the supplier, account number, date, and identification of goods supplied. This information relates to general firms or individual suppliers of received services and goods. The information was obtained for reference and payment purposes. Consistent uses are for payment records of goods and services received. Records are retained for three years. ***Bank Number:*** PPA PPU 020

Accounts Receivable Files

This bank contains records of invoicing and payments received; details on outstanding accounts; accounts receivable statements; aged receivable listings; and collection on slow or bad accounts. Access to this bank can be obtained through name, address, date, number and details of invoice. This information relates to general agents and ship owners using the pilotage services. The information was obtained for reference on monies received and outstanding accounts. Consistent uses are for receivable records on services provided to the shipping industry. Records are retained for three years. ***Bank Number:*** PPA PPU 015

Application for Employment File

This bank contains a hard copy file of resumes of applicants having the special marine or boat crew skills and training required for the operational functioning of the Authority. Applications meeting the operational skills are retained for two years. Access to this file requires name, address and date of application. This information relates to prospective qualified applicants for employment. The information was obtained to record names of qualified applicants to fill open positions as the need arises. Consistent uses are for copies of applications for employment. Records are retained two years. ***Bank Number:*** PPA PPU 025

Procurement

This bank contains purchase regulations and signing authority; quotations on supplies and services obtained; and a purchase register. It can be accessed through purchase order number and description of service, and name and address of supplier. The information relates to general merchants of required supplies and services. The information was obtained for the purpose of recording reference data such as specifications, past purchase experience and other details about individual suppliers of goods and services. Consistent uses are the purchase of supplies and services at common and routine levels. Records are retained for five years. ***Bank Number:*** PPA PPU 010

Register of Pilots

This bank contains a record in book form called the Pilot's Establishment Book, consisting of an alphabetical list and documentation of information, physical characteristics, licences, and certificates as well as the individual's accident or incident reports. Individuals have access to their own files in this bank by providing name and pilot number. This information relates to approximately 111 professional marine pilots under contract. It was obtained as required under the Pilotage Act. It provides a general record of each licensed pilot, including name, age, medical record, physical characteristics, licences, certificates, qualifications and record of accidents and incidents. The retention period for this bank has not yet been determined. ***Bank Number:*** PPA PPU 030

Service Contracts

The files maintain information on awarded contracts and tenders leading towards contracts; listing of suppliers providing specific services; documentation leading towards contracts – selections made; and signed contracts between the Authority and successful suppliers. They can be accessed by providing contract number and description of service. The information relates to general suppliers of desired services. The information was obtained for the purpose of recording reference data, past performance, historical experience, etc. to solicit or obtain services for major specific supplies and services or common requirements. Consistent uses are the procurement or purchase of supplies and services as the need arises at contract-out levels. Records are retained for 10 years. ***Bank Number:*** PPA PPU 005

Manuals

- Accident Reports and Investigations
- Accounting Procedures
- Administrative Directives
- Collective Agreements
- Dispatching Procedures
- Pilotage Tariffs
- Pilot Licence Register
- Service Contracts
- Working Rules

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Authority and its various programs and functions may be directed to:

Pacific Pilotage Authority
Suite 300, 1199 West Hastings Street
Vancouver, British Columbia
V6E 4G9
(604) 666-6771

Reading Room

A room at the Authority has been designated under the Access to Information Act as a public reading room. The address is:

Suite 300, 1199 West Hastings Street
Vancouver, British Columbia.

Patented Medicine Prices Review Board

Chapter 90

General Information

Background

The Patented Medicine Prices Review Board was created under amendments to the Patent Act which came into force on December 7, 1987.

Responsibilities

The Patented Medicine Prices Review Board was given a mandate to carry out two functions:

Regulatory: To act as a safeguard against excessive prices for patented medicines which might result from the greater market power afforded to patentees under the 1987 amendments.

Reporting: To monitor and report on the Board's activities with respect to its regulatory activities, on price trends in the pharmaceutical industry generally and on the research and development performance of pharmaceutical patentees.

Legislation

- Patent Act

Organization

The Patent Act provides that the Board is to consist of no more than five members, appointed by the Governor in Council (Cabinet), including a Chairman and Vice-Chairman. The Board's Chairman is designated under the legislation as the Chief Executive Officer of the Board and is granted authority and responsibility to supervise and direct the work of the Board, including the management of its internal affairs and the work of its staff.

The Executive Director, as the senior staff member, manages the work of the staff. The senior staff of the Board consists of the Secretary to the Board (Registrar), the Director of Compliance, the Director of Policy, Planning and Evaluation and the Director of Management Services.

The staff provides a communications and education program, data collection, collation, storage and dissemination, quantitative analysis, case preparation and related services for the registry and administrative assistance to the Board. It also provides for hearings preliminary to the making of remedial orders by the Board.

- **Compliance Branch**

Its patented medicine price review activities are central to the fulfilment of the Board's Program objective which is to ensure that prices charged for patented medicines are, in the opinion of the Board, not excessive. The price and R&D information gathered by the Branch forms the basis of the Board's Annual Report to Parliament. The Branch is responsible for the implementation of the Board's Voluntary Compliance Policy. That policy includes ongoing review and analysis of prices of all patented medicines sold in Canada through periodic patentee data submissions required by the Patented Medicines Regulations, specific Board directions, and other sources of price information; and analysis of complaints respecting patented medicine prices. The Branch manages the application of the staged compliance process in cases where prices are outside the Guidelines. It also oversees the analysis of R&D expenditures by pharmaceutical patentees.

- **Policy, Planning and Evaluation**

It is responsible for developing the broad policy direction of the Program and to see to the development of policies relating to pricing of drugs and economic analyses of related issues. The Branch maintains the effective working relationships with other departments, provinces and territories and international agencies involved in regulating medicine prices. It is charged with the development and implementation of program evaluation activities.

It conducts research studies to support the Board's mandate to report on patentees' price and R&D performance. It produces the Annual Report to Parliament on Board activities, pricing trends in the pharmaceutical industry and R&D expenditures by pharmaceutical patentees.

- **Corporate Management and Services**

This group consists of two branches – Secretariat and Management Services. It is responsible for providing management, legal registry, communications and support services to the Board as well as the delivery and application of government-wide programs and policies in the area of finance, administration, personnel, library, security, official languages and internal audit. The Secretariat is also responsible for Access to Information

Information Holdings

Program Records

Compliance

Description: Submissions by pharmaceutical patentees under the Patented Medicines Regulations indicating prices and sales of patented medicines as well as Research and Development expenditures; information related to the economic and pharmacologic analysis of new and existing patented medicines. These analyses are designed to ensure that patented medicines are not sold at excessive prices. ***Topics:*** economic and pharmacologic information. ***Access:*** Files arranged by company. ***Storage***

Medium: Information maintained by topic within company files; in addition, all data is on a computerized database. *Program Record Number:* PMP ADM 005

Evaluation

Description: Information related to the evaluation of the Board's activities, corporate systems and services. *Topics:* Program evaluation. *Access:* Files arranged by subject. *Storage Medium:* Information maintained in files (paper). *Program Record Number:* PMP ADM 015

Policy, Planning and Evaluation

Description: Information related to corporate and long-range planning and policy development activity. *Topics:* Policy agenda and planning framework, five-year plans and organizational development. *Access:* Files arranged by subject. *Storage Medium:* Information maintained in files (paper). *Program Record Number:* PMP ADM 010

Secretariat / Communications

Description: Information related to the administration and management of:

the Board's hearing process and its external communications functions including publishing and public relations. *Topics:* Records, Communications, publications. *Access:* Files arranged by Records, Communications, publications. *Storage Medium:* Information maintained in files. *Program Record Number:* PMP ADM 020

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting
Administration
Administrative and Management Services
Audits
Budgets
Buildings and Properties
Classification of Positions
Employment and Staffing
Equipment and Supplies
Finance
Furniture and Furnishings
Human Resources
Occupational Health, Safety and Welfare
Official Languages
Pensions and Insurance
Personnel
Procurement
Salaries and Wages
Staff Relations
Training and Development

Classes of Personal Information

General Correspondence and Enquiries

Information in this class relates to routine correspondence concerning the monitoring and reporting activities of the Board. The personal information contained in this class normally includes the name and address of the enquirer. This form of personal information is retrievable by the Records Manager only; it is retrievable only if specifics are provided concerning the subject of the correspondence. The retention period for this class of personal information is controlled by the retention period of the files in which they are stored.

Ministerial Correspondence

This class of information contains correspondence received by the Secretariat of Consumer and Corporate Affairs from external organizations and individuals in the form of requests for information, complaints, opinions and other similar submissions related to Board activities. This form of personal information is retrievable by the Records Manager only; it is retrievable only if specifics are provided concerning the subject of the correspondence. The retention period for this class of personal information is controlled by the retention period of the files in which they are stored.

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

To obtain further information on the activities of the Patented Medicine Prices Review Board, you may contact:

Secretary to the Board
Patented Medicine Prices Review Board
359 Kent Street, Legion House
Ottawa, Ontario
K1A 0C9

Reading Room

The Board's Information Centre has been designated under the Access to Information Act as a public reading room at the address above.

Pension Appeals Board

Chapter 91

General Information

Background

The Pension Appeals Board is a tribunal which was constituted by the Parliament of Canada, pursuant to an agreement with the government of Quebec.

Responsibilities

The Tribunal is responsible for the hearing of appeals which arise from decisions of the Minister of National Revenue and the Minister of National Health and Welfare under the Canada Pension Plan, and from decisions of the Minister of Revenue of Quebec and, in some circumstances, from decisions of La Commission des affaires sociales under the Quebec Pension Plan.

Most of the decisions of the Board, with respect to the Canada Pension Plan or the Quebec Pension Plan, are available to the public from the Commerce Clearing House (CCH) Canadian Employment Benefits and Pension Guide Reports, Transfer Binder, from 1968 to 1985 (pp. 5953-6714) and in Volume II (pages 5953 and following).

Legislation

- Canada Pension Plan Act, R.S.C., c. C-8
- Quebec Pension Plan Act, R.S.Q., c. R-9

Organization

The Pension Appeals Board is made up of judges from across the country who are appointed by Order-in-Council on the recommendation of the Minister of Justice and the Minister of Health and Welfare. They assume these duties in addition to their judicial responsibilities, and are not considered employees of the Pension Appeals Board. An administrative office is located in Ottawa.

Information Holdings

Program Records

Appeals

Description: Information on proceedings before the Pension Appeals Board. *Topics:* A completed file normally contains the notice of appeal; the reply to the notice of appeal; notice of intervention, if applicable; copies of correspondence and documents submitted by the parties involved in the appeal; and copies of decisions related to the appeal. *Program Record Number:* PAB PAB 005

Personal Information Banks

Appeals

The purpose of this bank is to record the proceedings before the Pension Appeals Board. A completed file normally contains the notice of appeal, the reply to the notice of appeal, the notice of intervention (if applicable), copies of correspondence and documents submitted by the parties involved in the appeal, and copies of decisions related to the appeal. *Bank Number:* PAB PPU 005

Manuals

- Rules of Procedure, (CPP section 28)
- Rules of Procedure, (CPP section 83)
- Rules of Procedure, (QPP section 181)

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

The public may direct enquiries regarding the Pension Appeals Board to:

Pension Appeals Board
P.O. Box 8567
Postal Terminal
Ottawa, Ontario
K1G 3H9
(613) 995-0612

Reading Room

Most decisions of this Board with respect to the Canada or Quebec Pension Plan are available to the public as published in full by the Commerce Clearing House (CCH) in Canadian Employment Benefits and Pension Guide Reports, Transfer Binder, from 1968 to 1985 (pp. 5953-6714) and in Volume 11, pages 5953 (et seq.). Both these documents and the decisions of the Board are held by the particular department involved to which any enquiries should be directed.

Privy Council Office

Chapter 92

General Information

Background

The Privy Council Office came into being under the Constitution Act of 1867. From 1940 on, it has also provided the secretarial functions for the Cabinet.

The Federal-Provincial Relations Office (FPRO) was established on January 1, 1975, by the Act Respecting the Office of the Secretary to the Cabinet for Federal-Provincial Relations and Respecting the Clerk of the Privy Council. The unit had previously functioned as the Federal-Provincial Relations Secretariat in the Privy Council Office.

Responsibilities

The Privy Council Office provides secretariat support for Cabinet and the committees of Cabinet to facilitate the collective decision-making of Cabinet, and assists the exercise of the prerogatives of the Prime Minister, including the organization and processes of government and the appointment of senior officials to government positions. The overall responsibilities of the Office include: the coordination and provision of material related to the meetings of Cabinet and Committees of Cabinet for the use of the Prime Minister and the chairpersons of committees; liaison with departments and agencies of government on Cabinet matters; undertaking special studies on matters of current public policy concern as required (this includes participation in interdepartmental committees of officials through the provision of chairpersons, members or secretaries and the preparation of papers for, and on behalf of, such committees). In addition, the Office provides support and advice to the Prime Minister on prime ministerial prerogatives, assumes responsibilities for the organization of the Government of Canada, provides advice to the Prime Minister on national security and intelligence matters, undertakes the examination of submissions to the Governor in Council to ensure conformity with policy and legal requirements, prepares draft orders, and assumes duties related to regulations made under the Statutory Instruments Act including the examination, revision, registration and preparation for publication of federal statutory regulations in Part II of the Canada Gazette.

The functions of the FPRO are to advise and assist the Prime Minister regarding overall responsibility for federal-provincial relations, to provide the Cabinet with assistance in examining federal-provincial issues of current and long-term concern, and to promote and facilitate federal-provincial co-operation and consultation. The FPRO also provides services to the Minister of State (Federal-Provincial Relations) and assistance to federal ministers, departments and agencies in the conduct of their relations with provincial governments.

Legislation

- Order-in-Council (P.C. 1940-1121, March 25, 1940)
- Act Respecting the Office of the Secretary to the Cabinet for Federal-Provincial Relations and Respecting the Clerk of the Privy Council, S.C. 1974-75-76, c. 16

Organization

For the purpose of the Financial Administration Act, the Privy Council Office is regarded as a department of government under the direction of the Prime Minister. The Clerk of the Privy Council and Secretary to the Cabinet, under whose direction the Privy Council Office's functions are carried out, is considered a deputy head taking precedence among the chief officers of the public service. The Privy Council Office is separated into two main branches – Plans and Operations.

■ Plans Branch

The Plans Branch assists the Prime Minister in defining the objectives and priorities of the government as well as determining the appropriateness of departmental mandates within the government.

■ Operations Branch

The Operations Branch is responsible for managing the business of Cabinet and most Cabinet committees. Each committee has a corresponding secretariat that provides research and operational support. Most of these secretariats are in the Privy Council Office. As the concerns of Cabinet change, so do the Cabinet committees. As a result, the number and titles of the secretariats within the Privy Council Office are also subject to change.

■ Senior Personnel Secretariat

The Senior Personnel Secretariat serves as the personnel section for the selection and appointment of senior officers in Governor in Council positions.

■ Security and Intelligence Secretariat

The Security and Intelligence Secretariat supports the Prime Minister's responsibility for the safeguarding of the integrity of the nation.

■ Orders-in-Council Section

The Orders-in-Council Section provides documentary and legal support to the Governor in Council.

■ Federal-Provincial Relations Office

The FPRO is headed by the Secretary to the Cabinet for Federal-Provincial Relations who, supported by a deputy secretary, reports directly to the Prime Minister. It has five principal components: a secretariat responsible for liaison with the provinces, a secretariat responsible for policy development, two additional secretariats dealing with economic and social policy and programs, and an Office of Aboriginal Constitutional Affairs.

Information Holdings

Program Records

Aboriginal People

Description: Information relating to Canada's Indian people including education and training, social assistance, Indian reserves, Indian lands and economic and constitutional development; Tripartite Self-Government Negotiations. *Topics:* Aboriginal People; Aboriginal Constitutional Affairs; Comprehensive Land Claims; Metis; Economic and Native Housing Programs; Requests for Assistance and Funding and Self-Government. *Access:* Files are arranged by subject. *Storage Medium:* Paper. *Program Record Number:* PCO FPR 150

Access to Information and Personal Information Requests

Description: Information concerning requests made under the Access to Information Act to access records of the Privy Council Office, the replies to such requests and information related to their processing. Information is used to process requests and for research and statistical purposes. *Program Record Number:* PCO ADM 080

Agriculture

Description: Information relating to federal policies, programs and regulations concerning agriculture and food including agricultural research, human and animal protection, farm income support, market development and agricultural development. *Topics:* Agriculture; Dairy and Grain Products; Farms; Food and Livestock. *Access:* Files are arranged by subject. *Storage Medium:* Paper. *Program Record Number:* PCO OPS 200

Arts and Culture

Description: Information relating to the promotion and fostering of Arts and Culture in Canada including programs designed to meet the needs of Canadian artistic and cultural organizations, copyright protection and museum programs. *Topics:* Arts and Culture; Copyrights; Cultural Events, Programs and Associations; Federal-Provincial Conferences and Meetings; History and Heritage; Task Forces. *Access:* Files are arranged by subject. *Storage Medium:* Paper. *Program Record Number:* PCO OPS 240

Canadian Sovereignty

Description: Information relating to Canadian sovereignty including the evolution and promotion of Canadian nationalism and the concept of a "Canadian identity" and to Canada's claims to sovereignty over the arctic waters and the Northwest Passage. *Topics:* Canadian Sovereignty and Territorial Sovereignty. *Access:* Files are arranged by subject. *Storage Medium:* Paper. *Program Record Number:* PCO OPS 315

Communications

Description: Information relating to Communications and Telecommunications including radio, television, cable television, pay television and specialty services, telecommunications facilities and services and the overall planning and coordination of government communications. *Topics:* Communications; Broadcasting; Canadian Radio-Television and Telecommunications Commission (CRTC); Co-ordination of Government Communications; Petitions to Governor-in-Council for CRTC Decisions; Telecommunications. *Access:* Files are arranged by subject. *Storage Medium:* Paper. *Program Record Number:* PCO PLS 045

Constitution

Description: Information relating to the Canadian Constitution including the patriation and revision of the Constitution, the Constitution Acts, constitutional law and the Meech Lake Accord. *Topics:* Constitution; Canadian Charter of Rights and Freedoms; Meech Lake Constitutional Accord; Second Round of Constitutional Discussion. *Access:* Files are arranged by subject. *Storage Medium:* Paper. *Program Record Number:* PCO FPR 155

Consumers and Business

Description: Information relating to the interests of consumers and business including consumer aid and protection, patents and trademarks, bankruptcy and the metric system. *Topics:* Consumers and Business; Federal Business Development Bank (FBDB); Metric System; Patents and Trademarks. *Access:* Files are arranged by subject. *Storage Medium:* Paper. *Program Record Number:* PCO OPS 230

Crown and Royalty

Description: Information relating to the rights and privileges of the Crown and its representatives including the Members of the Royal Family, the Governor General, Lieutenant-Governors and Royal Visits. *Topics:* Crown and Royalty; Governor General; Lieutenant-Governors; Royal Visits. *Access:* Files are arranged by subject. *Storage Medium:* Paper. *Program Record Number:* PCO OPS 285

Defence

Description: Information relating to the Canadian Armed Forces and all matters concerning national defence and civil defence including the land, sea and air elements of the armed forces, arms control and disarmament, Canada's international defence relations and search and rescue operations. *Topics:* Defence; Arms Control and Disarmament; Canada Defence Relations; Canadian Armed Forces; Canadian Defence Policy; Emergency Planning and Preparedness; Expenditures; North Atlantic Treaty Organization (NATO); Peace Initiatives; Search and Rescue; Strategic Defence Initiative (SDI). *Access:* Files are arranged by subject. *Storage Medium:* Paper. *Program Record Number:* PCO OPS 320

Education

Description: Information relating to the development and implementation of strategies to improve education in Canada including Canadian literacy, youth and student loan programs, and fiscal transfers from the federal government to the provinces. *Topics:* Education; Universities, Colleges and Institutes. *Access:* Files are arranged by subject. *Storage Medium:* Paper. *Program Record Number:* PCO OPS 270

Employment

Description: Information relating to employment and unemployment in Canada including employment equity, job creation, the Labour market, training, unemployment insurance and employment programs for youth and students. *Topics:* Employment; Employment Equity; Job Creation; Labour Market; Training and Retraining; Unemployment Insurance; Youth and Students. *Access:* Files are arranged by subject. *Storage Medium:* Paper. *Program Record Number:* PCO OPS 275

Energy, Mines and Resources

Description: Information relating to discovery, development and intelligent use of Canada's mineral and energy resources including research and development, energy conservation, electric power, nuclear power, oil and gas, renewable and non-renewable energy and mineral resources. *Topics:* Energy, Mines and Resources; Electric Power Energy; Nuclear Energy; Oil and Gas; Forestry; Minerals and Metals. *Access:* Files are arranged by subject. *Storage Medium:* Paper. *Program Record Number:* PCO OPS 205

Environment

Description: Information relating to the Canadian Environment including the management and protection of migratory birds; the provision of information on weather, climate, ice and sea conditions and air quality. It also includes the protection and enhancement of the quality of the natural environment (water, soil and air); and the conservation of renewable water, land and wildlife resources. *Topics:* Environment; Acid Rain; National Parks; Water Exports; Wildlife. *Access:* Files are arranged by subject. *Storage Medium:* Paper. *Program Record Number:* PCO OPS 280

Finance and Economics

Description: Information relating to economic and financial affairs including the federal budget, financial institutions, economic summits; monetary policy; regional economic development and taxation. *Topics:* Finance and Economics; Budget; Financial Administration Act (FAA); Financial Institutions; International Economic Summits; Monetary Policy; National Economic Summit (1985); Organization for Economic Cooperation and Development (OECD); Policy and Expenditure Management System (PEMS); Public Accounts; Public Expenditures; Industrial and Regional Development; Taxation. *Access:* Files are arranged by subject. *Storage Medium:* Paper. *Program Record Number:* PCO OPS 235

Fisheries and Oceans

Description: Information relating to seacoast and inland fishing including fishing standards, fish and seafood inspection, marine research and freshwater research. *Topics:* Fisheries and Oceans; Federal-Provincial Relations; Fish and Seafood Inspection. *Access:* Files are arranged by subject. *Storage Medium:* Paper. *Program Record Number:* PCO OPS 210

Fitness and Sport

Description: Information relating to the fitness of Canadians and their participation and excellence in sport including national and international amateur sport, amateur sport funding and fitness funding. *Topics:* Fitness and Sport; Calgary Winter Olympic Games (1988). *Access:* Files are arranged by subject. *Storage Medium:* Paper. *Program Record Number:* PCO OPS 265

Foreign Relations

Description: Information relating to Canada's foreign policy including relations between Canada and other countries, representation of Canada in foreign countries and at international conferences, and Canadian aid and assistance to other countries. *Topics:* Foreign Relations; Africa; Commonwealth; Countries; Development and Debt Assistance; La Francophonie; United Nations. *Access:* Files are arranged by subject. *Storage Medium:* Paper. *Program Record Number:* PCO OPS 325

Government

Description: Information relating to the Government of Canada including the organization of the government, the organization and methods of the departments and agencies of the federal government, Cabinet and its Cabinet Committees. *Topics:* Government, Access to Information and Privacy Legislation; Cabinet; Change of Government; Conflict of Interest and Post-Employment Code; Departments, Agencies and Crown Corporations; Deputy Ministers; Elections; Machinery of Government; Government Contracting, Advertising Major Surveys and Public Opinion Research; Petitions to the Governor in Council; Prime Minister; Priorities and Planning; Queen's Privy Council for Canada; Regulatory Process. *Access:* Files are arranged by subject. *Storage Medium:* Paper. *Program Record Number:* PCO OPS 305

Health, Welfare and Social Services

Description: Information relating to the promotion and preservation of health, social security and social welfare of Canadians including health protection, health information and education, health research and development, income security, social services and social development and policy. *Topics:* Health, Welfare and Social Services; Abortion; Child Care; Disabled and Handicapped Persons; Disease and Disease Control; Drug and Alcohol Abuse; Environmental Quality and Health Hazards; Federal-Provincial Meetings and Conferences; Housing; Medicare and Health Care Services and Programs; Pensions and Income Security; Services and Programs for the Elderly; Social Development and Social Policy; Voluntary Organizations; Women's Issues. *Access:* Files are arranged by subject. *Storage Medium:* Paper. *Program Record Number:* PCO OPS 260

Honours, Awards and Memorials

Description: Information relating to the conferment of honours and awards for the achievement of excellence in any field of endeavour, the acceptance and wearing by Canadians of foreign orders, and the dedication of memorials in honour of great achievements. ***Topics:*** Honours, Awards and Memorials, Commonwealth and Foreign Orders; Memorials and Monuments. ***Access:*** Files are arranged by subject. ***Storage Medium:*** Paper. ***Program Record Number:*** PCO OPS 290

Immigration

Description: Information relating to the provision of immigration services including legal entry of visitors to Canada, applications for visas, refugees, deportation and the granting of citizenship to immigrants. ***Topics:*** Immigration; Applications; Citizenship; Refugees. ***Access:*** Files are arranged by subject. ***Storage Medium:*** Paper. ***Program Record Number:*** PCO OPS 255

Justice

Description: Information relating to the Canadian justice system including the legal affairs of the federal government; the administration of federal laws, bills and regulations; civil and criminal law; legal aid and human rights legislation. ***Topics:*** Justice; Capital Punishment; Correctional Services and Penal Institutions; Court Cases; Crimes Against Children; Criminal Justice Meetings; Criminal Law; Divorce; Firearms; Extraterritoriality; Human Rights; Judiciary; Juvenile Justice; Legal Aid; Pornography and Prostitution; War Criminals. ***Access:*** Files are arranged by subject. ***Storage Medium:*** Paper. ***Program Record Number:*** PCO PLS 035

Labour

Description: Information relating to industrial relations, standards for wages, conditions of employment, and occupational safety and health including arbitration, mediation and labour laws, working conditions and work benefits. ***Topics:*** Labour; Collective Bargaining; Labour Adjustment Assistance; Working Conditions. ***Access:*** Files are arranged by subject. ***Storage Medium:*** Paper. ***Program Record Number:*** PCO OPS 250

Multiculturalism

Description: Information relating to the integration of multiculturalism into all aspects of national life including race relations, multiculturalism in education and in broadcasting. ***Topics:*** Multiculturalism; Ethnic Injustices. ***Access:*** Files are arranged by subject. ***Storage Medium:*** Paper. ***Program Record Number:*** PCO OPS 245

Official Languages

Description: Information relating to the promotion of Canada's two official languages (English and French) including the implementation of the Official Languages Act in federal departments and agencies and complaints from the public and public servants concerning English and French as languages of work and their use in providing services to the public. ***Topics:*** Official Languages; Complaints; Court Challenges Program; Education; Federal Public Service; Provinces and Territories; Renewal. ***Access:*** Files are arranged by subject. ***Storage Medium:*** Paper. ***Program Record Number:*** PCO OPS 295

Parliament

Description: Information relating to the Parliament of Canada including the House of Commons, the Senate, the legislative program, Members of Parliament and Parliamentary Committees. ***Topics:*** Parliament, House of Commons; Legislative Program; Members of Parliament; Opening, Proroguing and Dissolution of Parliament; Parliamentary Committees; Senate. ***Access:*** Files are arranged by subject. ***Storage Medium:*** Paper. ***Program Record Number:*** PCO PLS 040

Petitions and Submissions

Description: Petitions to the Governor in Council which are submitted due to legislative requirements or as an expression of personal concern. They can also be sent to the Privy Council Office, Cabinet, the Prime Minister or the Clerk of the Privy Council. ***Topics:*** Petitions and submissions covering a wide variety of subjects; legislative provisions including the Criminal Code, the Criminal Records Act, the Judges Act, the Immigration Act, the National Defence Act, the Broadcasting Act, and the National Transportation Act. ***Program Record Number:*** PCO PLS 030

Provinces and Territories

Description: Information relating to the provinces and territories of Canada including the government administration of each province or territory and the federal government's relationship with the province or territory and municipalities. ***Topics:*** Provinces and Territories; Federal-Provincial Relations; Government Administration; Municipalities. ***Access:*** Files are arranged by subject. ***Storage Medium:*** Paper. ***Program Record Number:*** PCO FPR 160

Public Service

Description: Information relating to the Public Service of Canada including subjects relating to the staffing of public service jobs, superannuation, pension plans, separations and training programs for public servants. ***Topics:*** Public Service; Public Service Awards; Staffing; Superannuation and Pension Plans; Termination of Employment; Training Programs for Public Servants. ***Access:*** Files are arranged by subject. ***Storage Medium:*** Paper. ***Program Record Number:*** PCO OPS 310

Public Works

Description: Information relating to the management of real property for the Government of Canada and to the provision of planning, design, construction and realty services to government institutions, departments and agencies. ***Topics:*** Public Works; Federally-Owned Lands; National Capital Region (NCR); Official Residences; Parliament Hill; Real Property Management. ***Access:*** Files are arranged by subject. ***Storage Medium:*** Paper. ***Program Record Number:*** PCO OPS 300

Research and Science

Description: Information relating to research and science in Canada, including industrial and manufacturing technology research, medical and space research and science and technology. *Topics:* Research and Science; Industrial and Manufacturing Technology Research; Medical Research; Science and Technology; Space. *Access:* Files are arranged by subject. *Storage Medium:* Paper. *Program Record Number:* PCO OPS 215

Security and Intelligence

Description: Information on federal security and intelligence policies and programs, and intelligence assessments. *Topics:* Interdepartmental committee system; government security policy; protective security; intelligence policies and requirements; programs, organization, and resources; intelligence assessments; communications security; counter-terrorism policies and programs. *Access:* Files are arranged by subject. *Storage Medium:* Paper. *Program Record Number:* PCO SAI 110

Senior Personnel

Description: Information in support of the Senior Personnel Secretariat. It includes the identification of candidates, human resource planning, career development and performance appraisals for current, former and possible incumbents of positions appointed by the Governor in Council. *Topics:* Appointments; committees; research and other studies; and related personnel management issues such as allowances and benefits, employment and staffing, retirement and termination of employment, salaries and wages and superannuation. *Program Record Number:* PCO SPS 050

Standards of Conduct Compliance

Description: Information relating to compliance with the government's Conflict of Interest and Post-Employment Code. *Topics:* Senior personnel categories; investigations; task force; guidelines; committees; councils; panels and political activities. *Program Record Number:* PCO SPS 055

Trade and Industry

Description: Information relating to Canadian industries and Canadian international trade including the development and promotion of Canada's international trade; export marketing and promotion; exhibitions and trade fairs; the import and export of goods; foreign investment in Canadian industries and bilateral and multilateral trade. *Topics:* Trade and Industry; Exhibitions and Trade Fairs; Foreign Investment; Industries; International Trade. *Access:* Files are arranged by subject. *Storage Medium:* Paper. *Program Record Number:* PCO OPS 220

Transportation

Description: Information relating to all methods of transportation including air, marine and rail transportation, roads and highways and transportation safety. *Topics:* Transportation; Air Transportation; Government Transportation Services; Marine Transportation; Surface Transportation; Transportation Safety. *Access:* Files are arranged by subject. *Storage Medium:* Paper. *Program Record Number:* PCO OPS 225

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Administration
Administrative and Management Services
Budgets
Buildings and Properties
Classification of Positions
Employment and Staffing
Finance
Human Resources
Lands
Occupational Health, Safety and Welfare
Official Languages
Personnel
Procurement
Salaries and Wages
Staff Relations
Training and Development
Vehicles

Personal Information Banks

■ Security and Intelligence Secretariat

Security and Intelligence Information Files

Description: This bank contains documentary information concerning security-related investigations or reports on individuals identified as posing a potential risk to national security and who have been brought to the attention of the Privy Council Office by a federal investigative agency or by another department. *Class of Individuals:* Public servants, former public servants, candidates for the public service (95%); and a small number of persons whose activities have been brought to the attention of the Privy Council Office (5%). *Purpose:* The purpose of this bank is to inform the Privy Council Office of national security concerns relating to the individuals mentioned in these files. Most of the information was collected by the Canadian Security Intelligence Service or by the former Royal Canadian Mounted Police Security Service. *Retention and Disposal Standards:* This information is retained for 30 years. *TBS Registration:* 002551 *Bank Number:* PCP PPU 005

■ Plans Branch

Petitions and Submissions

Description: This bank contains petitions or submissions made to the Governor in Council. The petitions can be pursuant to legislative requirements or may arise from the personal concerns of individual citizens. The petitions can also be sent to the Privy Council, Cabinet, the Prime Minister and the Clerk of the Privy Council. The legislative provisions include such statutes as the Criminal Code, the Criminal Records Act, the Judges Act, the Immigration

Act, the National Defence Act, the Broadcasting Act, and the National Transportation Act. ***Class of Individuals:*** Individuals may be members of the general public, members of the Canadian Armed Forces, judges, or inmates of penitentiaries. ***Purpose:*** Every citizen of Canada has the right to petition the Crown concerning any matter. In addition, certain statutes provide a right to petition the Governor in Council. This material is not collected or obtained by the Office of the Privy Council; rather, it is sent to the Office. No form or format is required. The petition or submission is reviewed and an opinion regarding the validity of the claim is provided to the Governor in Council. ***Consistent Uses:*** No use is made of the material other than that specifically related to the claim of the petitioner or applicant. ***Retention and Disposal Standards:*** Records are retained for 30 years. ***TBS Registration:*** 002550 ***Bank Number:*** PCO PPU 010

■ Management Branch

Access to Information Request Data Bank

Description: This bank contains Access to Information Request Forms sent by individuals requesting access to records under the control of the Privy Council Office, the replies to such requests and information related to their processing. Information on exemptions or exclusions claimed, on complaints handled, or other aspects of administering access requests. ***Class of Individuals:*** Canadian citizens, permanent residents and all individuals residing in Canada. ***Purpose:*** The purpose of this bank is to administer access requests in accordance with the Access to Information Act. ***Consistent Uses:*** The bank is also used to record the processing of access to information requests under the Act and to report to Treasury Board and to Parliament on requests received and processed and for the purpose of consultations with other government institutions. ***Retention and Disposal Standards:*** Records are kept for two years. ***TBS Registration:*** 002545 ***Bank Number:*** PCO PPU 040

Privacy Request Data Bank

Description: This bank contains Personal Information Request Forms sent by individuals requesting access to their files, the replies to such requests and information related to their processing. Information on exemptions claimed or on complaints handled may also be included. ***Class of Individuals:*** Members of the general public and government employees who make requests for access to personal information about themselves under the Privacy Act. ***Purpose:*** The purpose of this bank is to administer requests for access to personal information, in accordance with the Privacy Act. ***Consistent Uses:*** The bank is also used to record the processing of access requests under the Privacy Act, to report to Treasury Board and to Parliament on requests received and processed and for the purpose of consultations with other government institutions. ***Retention and Disposal Standards:*** Records are kept for two years. ***TBS Registration:*** 002544 ***Bank Number:*** PCO PPU 036

Professional Service Contract Files

Description: This bank contains professional service contract files for the Prime Minister's Office, the Deputy Prime Minister's Office, the President of the Privy Council for Canada, the Office of the Leader of the Government in the House of Commons, the Office of the Leader of the Government in the Senate, the Privy Council Office and the Federal-Provincial Relations Office. It contains management recommendations, outline of service, biographic information and official signed contracts. ***Class of Individuals:*** Individuals who have signed a professional service contract with the above mentioned institutions. ***Purpose:*** The main use of the bank is to report on status and commitment values and audit of payment. ***Consistent Uses:*** The bank is also used to prepare statistical information for response to parliamentary questions. ***Retention and Disposal Standards:*** Records are retained for six years after completion of contract. ***TBS Registration:*** 002549 ***Bank Number:*** PCO PPU 015

■ Senior Personnel Management

Governor in Council Personnel Records

Description: This bank contains manual and computerized personnel information on current, former and possible incumbents of positions occupied by individuals appointed by the Governor in Council. Records include appointment information, appraisals, classification level, correspondence and memoranda, education and employment history, pay, insurance and superannuation data, selection documents, succession plans and career planning information. ***Class of Individuals:*** Governor in Council appointees and potential candidates for Governor in Council positions. ***Purpose:*** The purpose of this bank is to support the requirements of the Senior Personnel Secretariat in its role of identifying candidates, personnel planning, career development, performance appraisals and salary reviews and maintenance of information on the Governor in Council appointments. ***Retention and Disposal Standards:*** Records are retained for 30 years. ***TBS Registration:*** 002548 ***Bank Number:*** PCO PPU 020

Standards of Conduct Compliance Records

Description: This bank consists of material related to compliance with the government's policy on conflict of interest and other standards of conduct by holders of public office. ***Class of Individuals:*** Holders of public office, including ministers, parliamentary secretaries, exempt ministerial staff, Governor in Council appointees, public servants and other persons hired or appointed by the government. ***Purpose:*** These records are used for determining precedents regarding compliance with the Conflict of Interest and Post-Employment Code and for considering amendments to existing policies. ***Retention and Disposal Standards:*** Records are retained for 30 years. ***TBS Registration:*** 002547 ***Bank Number:*** PCO PPU 030

Classes of Personal Information

The files held by the Privy Council Office and the Federal-Provincial Relations Office are organized under broad subject headings. The information they contain deals with specific issues of interest to the government from time to time. Since much of the material in these files originates in other government departments, requests for general information should be referred to the government department having the greatest interest in the subject matter.

Exclusion of Records

Under the Access to Information Act, Program Records referred to as confidences of the Queen's Privy Council for Canada are excluded from the provisions of the Act under section 69. These records are less than 20 years old.

It should be noted that Orders-in-Council are published in Part II of the Canada Gazette and are, therefore, records in the public domain. Requests for this material should not be made under the provisions of the Access to Information Act.

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Privy Council Office and its various programs and functions may be directed to:

Privy Council Office
Blackburn Building
Room 409, 85 Sparks Street
Ottawa, Ontario
K1A 0A3

(613) 957-5153

Requests for information regarding the Federal-Provincial Relations Office may be directed to:

Federal-Provincial Relations Office
Blackburn Building
Room 409, 85 Sparks Street
Ottawa, Ontario
K1A 0A3

(613) 957-5153

Reading Room

In accordance with the Access to Information Act, an area on the premises has been designated as a public reading room. The address is:

Blackburn Building,
85 Sparks Street, Room 409,
Ottawa, Ontario.

Public Service Commission of Canada

Chapter 93

General Information

Background

The Public Service Commission (PSC) is a politically independent agency accountable to Parliament for the administration of the Public Service Employment Act (PSEA).

The jurisdictional powers of the PSC rest with three commissioners – one chairman and two members. They are appointed by the Governor in Council for a 10 year term and have the status of deputy head. Together, the commissioners set the overall policy in accordance with the Public Service Employment Act. A majority of the commissioners constitutes a quorum. The chairman is chief executive officer.

The PSC, as it is known today, evolved gradually from the Civil Service Commission (CSC), which was established in 1908 under the Civil Service Amendment Act. This Act introduced the principle of merit as established by competition. However, it did not apply to positions outside of Ottawa. The Civil Service Act of 1918 placed the entire Service under the CSC. The Civil Service Act of 1962 preserved the independence of the Civil Service Commission and maintained the fundamental principles of the merit system.

The Public Service Employment Act of 1967 reaffirmed the merit principle and changed the name of the Civil Service Commission to the Public Service Commission. The PSC's main task became staffing, and the Commission was allowed to delegate staffing authority and power to departments. The PSC retained full responsibility for administering the appeals system. The Commission's responsibility for pay, classification and conditions of employment were transferred to the Treasury Board of Canada.

Responsibilities

The primary responsibility of the Public Service Commission today is to ensure that the merit principle, as determined by the Commission, is upheld in public service staffing operations. This is accomplished through:

(1) the appointment or provision for the appointment of qualified persons to or from within the public service;

(2) the development and administration of processes and standards for selection of candidates for positions in the public service;

(3) the operation of an appeals system for appointments and demotions or releases for incompetency or incapacity; and

(4) the conduct of audits to evaluate the manner in which staffing authority has been exercised.

PSEA also provides for the Public Service Commission to:

(1) promote the participation of women, francophones, native people and other under-represented groups in the public service;

(2) ensure that physically and mentally disabled persons are given effective equality of opportunity to compete for positions in the public service;

(3) provide professional leadership in facilitating, stimulating and operating programs of development and training, including language training and services, to bring about improvements in the skills and qualifications of public service employees;

(4) maintain an effective appeals mechanism for employees of the public service in respect of appointments, releases and demotions;

(5) investigate complaints of inequity and unfairness in employment under PSEA; and

(6) make decisions on allegations of political partisanship.

Legislation

- Public Service Employment Act (PSEA)
- Public Service Employment Regulations (PSER)

Organization

■ Staffing Programs Branch

This branch encompasses activities in support of delegated and non-delegated staffing, including policy and program development, consultation and advice, administration of staffing delegation, establishment of tests and standards for selection, including second official language tests and standards, and administration of staffing priorities and services in support of recruitment and promotion. This activity also encompasses the administration of employment equity programs, and special development programs in support of the Executive Group.

■ Audit and Review Branch

This branch reviews departmental and PSC staffing practices and procedures in order to determine that appointments conform with the Public Service Employment Act and Regulations and Commission policy. It reviews the manner in which departments administer selected aspects of their personnel services for which Treasury Board has policy responsibility. This latter activity is governed by an agreement between Treasury Board Secretariat and the Public Service Commission. The branch also includes program evaluation, internal audit and special reviews of departmental programs and internal management systems and practices.

■ Appeals and Investigations Branch

Through the establishment of independent boards, this branch hears appeals by public servants against alleged breaches of the Public Service Employment Act and Regulations in such matters as appointment, demotion and release. In addition, the branch investigates complaints of alleged irregularities in staffing processes and matters of harassment in the workplace and requests for the Commission's opinion under section 21(1) of the Public Service Employment Act. Training, advice and assistance are provided to departments, unions and interested individuals.

■ Executive Programs Branch

The Branch comprises five Portfolios, six Programs and an External Recruitment Office. The Portfolios provide recruitment, selection, assessment and counselling activities to approximately 4,700 EX's and SM's. The ADM Secretariat provides these services for positions at the ADM level. The Branch also supports the development and the deployment of members of the Management Category as well as their feeder groups through facilitating transfers and assignments and providing formal developmental opportunities through Business/Government Executive Exchange, the Career Assignment Program, Interchange Canada, International Programs, Government to Government Exchanges and the Women's Career Counselling and Referral Bureau.

■ Training Programs Branch

In accordance with government policy, the Branch provides professional, technical and language training and conducts research in knowledge transfer methods and training technology. These services are offered across Canada in both official languages to meet the needs of departments and agencies in the federal public service and, occasionally, those of outside clients.

■ Corporate Management Branch

This branch administers certain sections of the Public Service Employment Act and Regulations, including sections 31 (releases or demotions due to incompetence or incapacity), 33 and 34 (matters relating to political partisanship) and 41 (exclusions from the application of the Act). The branch also co-ordinates PSC statutory activities in official languages matters. The branch has responsibility for visits of senior officials from other provinces and countries, and provides parliamentary liaison. The branch also provides policy advice on relevant issues, supports the Senior Management Committee, manages the corporate policy and strategic planning function, produces the Commission's annual report, and is responsible for management systems and policies, as well as administrative and financial support services for the Commission.

■ Communications Branch

This branch is responsible for the management of the PSC's communications function including advice to the Chairman, Commissioners and senior management; strategic communications planning and execution on behalf of client branches; issues management and media relations; recruitment advertising; and production of communications tools, including publications, audio-visuals and exhibits.

■ Human Resources Management Branch

The branch provides consultation and support services to PSC managers in developing organizations and in all aspects of employee appointments, reassignments and career counselling. It plays a role in planning, managing and monitoring departmental human resources activities, professional training and development and employment and equity programs. The branch provides pay and benefit services and represents the employer in dealing with union representatives. It administers second language tests and the entitlements to the bilingualism bonus as well as manages the departmental language training program. The branch has the mandate to provide confidential counselling to employees and assistance to managers and supervisors of troubled employees. The branch has a role in advising and assisting managers on the application of various policies and provisions governing the management of human resources.

Information Holdings

Program Records

■ Appeals and Investigations Branch

Appeals

Description: Information on appeals by public servants, including cases brought before the Federal Court of Canada and the Supreme Court of Canada, concerning alleged breaches of the Public Service Employment Act and Regulations, and appointments or recommendations for demotions and releases. *Topics:* Appeals – general; Federal and Supreme Court cases. ***Program Record Number:*** PSC AIB 005

Investigations

Description: Information on the investigation of complaints concerning harassment in the workplace and the application of the Public Service Employment Act except allegations of discrimination as defined in the Act and opinions rendered under section 21(1) of the Act. *Topics:* Cases; special investigations. ***Program Record Number:*** PSC AIB 010

■ Audit and Review Branch

Audit

Description: Information on cyclical audits of staffing practices and procedures in departments and agencies. *Topics:* Department special audit policy; methodology; delegation advisory committee; interdepartmental personnel audit and review committee. ***Program Record Number:*** PSC ARB 025

Review

Description: Information on internal audit and program evaluation functions for the Commission. *Topics:* Program evaluations, internal audits and special reviews. *Program Record Number:* PSC ARB 026

Staffing Programs Branch

Employment Equity

Description: Employment equity activities and programs for women, aboriginal peoples, disabled persons and visible minority groups; cultural awareness sessions; attitudinal training; information on non-traditional occupations for women. *Topics:* Information on employment equity services and the programs administered by the PSC, studies and reports on employment equity; inventory and appointment statistics on employment equity target groups. *Program Record Number:* PSC SPB 040

Interdepartmental Secondment Program

Description: Information on the movement of employees between federal government organizations. *Topics:* Federal government organizations; developmental secondments. *Program Record Number:* PSC SPB 082

Staffing Operations

Description: Information on appointments to non-delegated groups and levels, and on the recruitment and referral of applicants for appointment to positions in delegated groups and levels; instruments of delegation of staffing authority; the development and administration of tests; advice and assistance to other departments on staffing activities; information on training and development of participants in the employment equity programs; the certification of staffing officers; and information on guidelines for determining the language proficiency requirements of bilingual positions. *Topics:* Appointments; black employment; competitions; delegation of staffing authorities; employment of women, indigenous, disabled and visible minority persons; probation; recruitment and referral; post-secondary recruitment; separations; staffing priorities; transfers; co-operative education program; and language selection standards and tests. *Program Record Number:* PSC SPB 030

Staffing Policies and Programs

Description: Information on planning and development of new or amended staffing policies, programs and directives; the direct participation in major legislative and regulatory studies and reviews; and the co-ordination of Commission-union consultation. *Topics:* Policies and procedures; selection standards; bulletins and letters to deputy heads, directors of personnel and chiefs of staffing; interpretations; projects; studies and surveys. *Program Record Number:* PSC SPB 050

Executive Programs Branch

Business/Government Executive Exchange

Description: Information on the exchange of executive personnel between various federal and business organizations. *Topics:* Companies; corporations; manufacturers; and federal government organizations. *Program Record Number:* PSC EPB 081

Career Assignment Program (CAP)

Description: Information on the selection, education and assignment of CAP candidates; also special development programs. *Topics:* Advisory services; assignments; education; participation files; selection; studies; surveys and reports. *Program Record Number:* PSC EPB 070

Executive Group Resourcing Program

Description: Information on policies and systems for resourcing of the executive group. *Topics:* Counselling; human resource planning; performance review and employee appraisals; official languages; retirement and separation; training and development; resourcing/competition files; information systems; statistics. *Program Record Number:* PSC EPB 065

Interchange Canada Program

Description: Information on the exchange of professional personnel between federal and non-federal organizations. *Topics:* Business and industry; all levels of government; Crown corporations; non-profit organizations; voluntary associations and academic institutions. *Program Record Number:* PSC EPB 075

International Assignment Program

Description: Information on the assignment of Canadians to various international organizations and foreign governments, as well as non-Canadians on assignment in the federal public service. *Topics:* Foreign governments and international organizations. *Program Record Number:* PSC EPB 080

Women's Career Counselling and Referral Bureau (WCCRB)

Description: Information on WCCRB clients. *Topics:* Counselling services; human resources planning; performance review and employee appraisals; official languages; education; mobility; assignments; training and development; information systems. *Program Record Number:* PSC EPB 083

Training Programs Branch

Language Training

Description: Information on program planning, design, implementation, evaluation and quality control of language training programs; courses, advisory services, studies, and reports. *Topics:* Advisory services; courses and methods; policies studies; surveys and reports. *Program Record Number:* PSC TPB 105

Quality Assurance

Description: Information on the verification of the quality of products and services offered by the Branch. *Topics:* Monitoring activities; evaluations of methods and training material; evaluations by participants; occupational analysis studies; validation of Training Program Branch courses, plans and projects. *Program Record Number:* PSC TPB 125

Training and Development

Description: Information on courses, seminars and workshops; private and public training events; marketing of products; consultative and advisory services;

accreditation and certification of courses. *Topics:* Calendar of courses; course design and development; marketing and information; participant information and counselling; registration; studies, surveys and reports. *Program Record Number:* PSC TPB 120

Training Systems and Technology

Description: Information on new training methods and systems. *Topics:* Computer-assisted training; alternate learning techniques; systems approach to training; development and use of audio-visual aids.PSC TPB 130

■ Corporate Management Branch

Commission Secretariat

Description: Information on corporate management project. *Topics:* Corporate Management Project Files. *Program Record Number:* PSC CMB 021

Official Languages

Description: Statistics on appointments to bilingual positions; advice and assistance on language training plans for appointees to bilingual positions; participation in special studies on staffing of bilingual positions and on equitable participation of both official languages groups and staffing; and co-ordination of Commission concerns in the area of official languages. *Topics:* Advisory services; special studies; imperative and non-imperative staffing; francophone and anglophone participation. *Program Record Number:* PSC CMB 045

Parliamentary and Legislative Affairs

Description: Information related to the establishment of policy; the right of public servants to take part in political activities; requests for leave to participate in federal, provincial or territorial elections; studies and operational reports, including the PSC annual report. *Topics:* Policies and programs; political partisanship; studies and reports; employees appointed under exclusion order; leave of absence to seek election; public servants released or demoted. *Program Record Number:* PSC CMB 020

■ Communications Branch

Creative Services

Description: Information on corporate communications with PSC employees, writing and production of Commissioners speeches and the design, edit and distribution of PSC publications outside the PSC. *Topics:* Publications, Speeches, Newsletters, Bulletins. *Program Record Number:* PSC COM 145

Planning and Operations

Description: Information on the provision of communications, advice, planning and project management services to Commission managers. *Topics:* Communication project files, PSC strategic communications plan, PSC operation communication plan, advice and assistance. *Program Record Number:* PSC COM 140

Public Affairs

Description: Information on media and public relations. *Topics:* Media relations, public relations, advertising. *Program Record Number:* PSC COM 135

■ Human Resources Management Branch

Bilingualism

Description: Information on planning and monitoring of the departmental official language program. *Topics:* Language training, pedagogical counselling, evaluation tests, bilingual bonus confirmations, PSC translations, advice and assistance. *Program Record Number:* PSC HRB 150

Compensation and Benefits

Description: Information on the provision of compensation and benefits service to the PSC in the NCR and advice and assistance to Regional Pay CLerks. *Topics:* Leave, overtime, insurance, pension, performance pay administration. *Program Record Number:* PSC HRB 155

Human Resources

Description: Information on the planning, managing and monitoring of human resources activities within the PSC. *Topics:* Training and development, human resources information system. *Program Record Number:* PSC HRB 160

Staff Relations

Description: Information on the provision of staff relations service to the PSC including advice and guidance on terms and conditions of employment. *Topics:* Staff relations, cases, advice and assistance. *Program Record Number:* PSC HRB 170

Staffing and Classification

Description: Information on the provision of staffing, classification and reassignment services for the PSC. *Topics:* Staffing, classification, reassignments. *Program Record Number:* PSC HRB 165

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting
Administration
Administration and Management Services
Budgets
Buildings and Properties
Equipment and Supplies
Finance
Furniture and Furnishings
Occupational and Health, Safety and Welfare
Office Appliances
Procurement

Personal Information Banks

■ Appeals and Investigations Branch

Investigations Directorate Files

Description: This bank may contain excerpts of personnel files and/or competition files, interview notes, allegations or complaints, memoranda and letters, performance evaluations, press clippings and formal investigation report. It may also contain information dealing with conciliation actions undertaken with departments, employees, representatives or complainants. ***Class of Individuals:*** Non-public servants who have filed a complaint related to the application of the Public Service Employment Act and its Regulations with the Investigations Directorate and persons involved in the complaint. ***Purpose:*** This bank exists in accordance with Section 7 of the Public Service Employment Act and the Order-in-Council P. C. 1986-2350 to record information with respect to investigations related to the application of the Public Service Employment Act and its Regulations as well as to the preparation of background documentation in support of a recommendation to establish a board of inquiry. ***Consistent Uses:*** The information is used so that allegations may be examined, recommendations made and corrective action taken if warranted. ***Retention and Disposal Standards:*** Paper records are retained active during the investigation, conciliation or disclosure phase, five years inactive, then destroyed. Complaints which do not reach the investigation stage are kept for two years and then destroyed. Subject to approval by the National Archives, computerized records are retained on-line for ten years, then deleted. ***TBS Registration:*** 001421 ***Bank Number:*** PSC PPU 010

■ Staffing Programs Branch

Applicant Inventory

Description: This bank may contain applications/curricula vitae and screening selection information. The bank may also contain records of applicants for the Co-operative Education and Employment Equity Programs, (the Access Program for Disabled Persons, the Visible Minority Employment Program, the National Indigenous Development Program, the Northern Careers Program and Option – the Non-Traditional Occupations Program for Women). Individuals seeking access to this information are required to specify the city in which they presented an application for employment. ***Class of Individuals:*** Non-public servants who have applied for a position in the public service through the Applicant Inventory. ***Purpose:*** This bank exists in accordance with subparagraph 5(a)(ii) of the Public Service Employment Regulations to provide for the maintenance of an inventory of candidates who have applied for employment to the Public Service of Canada in the administrative support, administrative and foreign services, professional and scientific, and technical categories excluding the SM/EX groups. ***Consistent Uses:*** This bank is used to identify applicants suitable for referral and appointments to positions in the public service. This information on under-represented groups is used for statistical purposes by the Public Service Commission, Treasury Board and the employing department. Relationship with other systems: Data from the CO-OP system is frequently matched with the Appointment Information Management System (AIMS) for statistical purposes and program evaluation and to determine the number of students who become regular employees of the Public Service. The National Applicant Inventory System (NAIS) is also matched with AIMS to obtain statistical information on appointments within the Public Service. Foreign Service Exam results are extracted from the Test Storage and Results Analysis system (TS & RAS) for input into NAIS. Data is also extracted to obtain information on recruitment and referral for the Operational Performance Measurement System (OPMS). ***Retention and Disposal Standards:*** Records are maintained for two years after being removed from the inventory after which they are destroyed. ***TBS Registration:*** 001422 ***Bank Number:*** PSC PPU 015

Applicant Inventory Referral Files

Description: This bank may contain general personal data, referral forms, reference checks and referral results. ***Class of Individuals:*** Non-public servants referred by the PSC to departments and agencies. ***Purpose:*** This bank exists to record referrals by the PSC to departments and agencies. ***Consistent Uses:*** The bank is used to provide information on employees referred by the PSC. The information on under-represented groups is used for statistical purposes by the Public Service Commission, Treasury Board and the employing department. Relationship with other systems: Applicant Inventory Referral Files (AIRF) data is input to the Operational Performance Measurement System (OPMS) for program evaluation purposes. ***Retention and Disposal Standards:*** Records are retained for two years and then destroyed. ***TBS Registration:*** 001423 ***Bank Number:*** PSC PPU 020

Assessment Centre File (EIEP)

Description: This bank may contain memoranda and letters; biographical information and assessment results. ***Class of Individuals:*** Non-federal candidates who have been assessed by the Assessment Centre (EIEP). ***Purpose:*** This bank exists in accordance with sections 10 and 16(1) of the Public Service Employment Act to record and provide information relating to the assessment of Career Assignment Program candidates. ***Consistent Uses:*** This bank is used to record and provide all information relating to the assessment of candidates for the Career Assignment Program so that meritorious selections for the program may be made. It is also used to provide assessment information to candidates requesting feedback and to gather normative and reserach data on candidates who have gone through the Assessment Centre. ***Retention and Disposal Standards:*** Records are retained for 30 years after the assessment and then destroyed. ***TBS Registration:*** 001430 ***Bank Number:*** PSC PPU 055

Inventory of Applicants for Management Trainee Program

Description: This bank may contain curricula vitae, applications, transcripts of marks, correspondence, interview notes, records of instances of consideration, notations or referrals, notes to file and telexes. *Class of Individuals:* Non-public servants applying to the Management Trainee Program. *Purpose:* This bank exists under the authority of sections 5, 10, 11 and 16 of the Public Service Employment Act to provide an inventory of non-public servants seeking positions with the Management Trainee Program. *Consistent Uses:* This bank is used to identify candidates for positions with the Management Trainee Program and for statistical purposes. Relationship with other systems: It interfaces with the Appointment Information Management System to track the career progression of participants for statistical purposes and studies. *Retention and Disposal Standards:* Records are retained for three (3) years after application is submitted and are then destroyed, except in cases where candidates become participants. Information on such candidates is transferred to MTP participants file. *TBS Registration:* 002909 *Bank Number:* PSC PPU 093

Inventory of Applicants to the Accelerated Economist Training Program

Description: This bank may contain curriculum vitae, applications, transcripts of marks, correspondence, interview notes, notations or referrals, notes to file and telexes. *Class of Individuals:* Non-public servants applying to the Accelerated Economist Training Program. *Purpose:* This bank exists under the authority of Sections 5, 10, 11 and 16 of the Public Service Employment Act to provide an inventory of non-public servants seeking positions with the Accelerated Economist Training Program. *Consistent Uses:* This bank is used to identify candidates for positions with the Accelerated Economist Training Program and for statistical purposes. Relationship with other systems. The bank interfaces with the Appointment Information Management System to track the career progression of participants for statistical purposes and studies. *Retention and Disposal Standards:* Records are retained for (3) years after application is submitted, and then are destroyed, except in cases where candidates become participants. Information on such candidates is then transferred to the Accelerated Economist Training Program participants' file. *TBS Registration:* 003068 *Bank Number:* PSC PPU 094

Management Resources Information System (MIRS)

Description: This bank may contain basic personal data skills and work history, professional qualifications, applications, letters of acknowledgement, notations of referrals, notes to file, telexes, curricula vitae, career aspirations, managerial experience, and employee appraisals. *Class of Individuals:* Non-public servants applying for positions in the Executive Group as well as non-public servants participating or seeking participation on Interchange Canada or International Assignments. *Purpose:* This bank exists to enable the Public Service Commission to fulfil its powers as stated in section 5 of the Public Service Employment Act, and Regulations, i.e., to maintain an inventory of candidates for eligible classifications as determined by the PSC. *Consistent Uses:* This bank is used to provide information to TBS and departments for the purposes of staffing; human resources management; statistics, analysis, evaluations and career management planning. Relationship with other systems: The MRIS system is regularly merged with the Treasury Board Incumbent System (TBS PCE 723) to obtain employee data, with the Treasury Board Secretariat Senior Personnel Information System (TBS PCE 715) to obtain position data, with the PSC Appointment Information Management System (AIMS) to update changes resulting from appointments and with the Separation File to identify individuals who left the Public Service. It is also merged with the Emloyment Equity Target Group Data Bank (TBS PCE 706) to provide TBS with statistical information related to employment equity. Source data is also obtained from the PSC Career Assignment Program System, the Interchange/International System, the Executive Group Applicant Inventory and the Quarterly Statistical File. *Retention and Disposal Standards:* Information on MRIS applicants who are not accepted is retained for two years after being declared inactive. Applicants who are accepted should refer to personal information bank PSC PCE 734 for the retention period. *TBS Registration:* 001436 *Bank Number:* PSC PPU 085

Personnel Selection Files

Description: This bank may contain requests to staff, job descriptions, statements of qualifications, official languages input forms, competition notices, application forms or resumés, selection rating guides, board reports, letters of reference, eligibility lists, all other documents used in establishing candidates' order of merit, and results and notification of appointment. Persons completing a Personal Information Request Form are required to give the pertinent competition numbers. *Class of Individuals:* Non-public servants who are being considered for appointment through a process of personnel selection administered by the Staffing Programs Branch. *Purpose:* This bank exists in accordance with section 10 of the Public Service Employment Act to record and provide information related to any process of personnel selection by competition or without competition administered by the Staffing Programs Branch of the Public Service Commission. *Consistent Uses:* This bank is used to staff positions and to provide the necessary information to participants in selection actions on request and in accordance with the PSC policy on "Disclosure of Information Following a Selection Action", to explain the reasons for the selection decision and to provide related documentation for PSC Investigations as a result of the selection processes. The information on under-represented groups is used for statistical purposes by the Public Service Commission, Treasury Board and the employing department. *Retention and Disposal Standards:* Records are retained for two years after the eligibility list expires or two years after it has been used for administrative purposes and then destroyed. *TBS Registration:* 001429 *Bank Number:* PSC PPU 050

PSC Occupational Test Results

Description: This bank may contain test answer sheets and results for persons who, for selection or other purposes, have undergone PSC tests. *Class of Individuals:* Non-public servants who have undergone tests developed by the PSC. *Purpose:* This bank exists in accordance with section 16(1) of the Public Service Employment Act and section 14(1) of the Public Service Employment Regulations to record information on tests conducted for purposes of selection, such as competitions. *Consistent Uses:* The bank is used to record and provide information to departments on the results of tests administered by PSC and/or departments to determine the suitability of candidates in the selection process and for human resources planning and analysis. Relationship with other systems: For research purposes the information may also be linked to other PSC information banks. ***Retention and Disposal Standards:*** Hard copy files are kept for five years and destroyed. Candidate test results are kept on computerized files for two years after they are superseded or become obsolete. A candidate's most recent result for a given test is retained indefinitely on computerized files. ***TBS Registration:*** 001424 ***Bank Number:*** PSC PPU 025

Second Language Assessment

Description: This bank may contain the appropriate second language assessment request and record of results form, basic personal data, oral interviews recorded on cassette, assessments, reports and results. ***Class of Individuals:*** Non-public servants who were assessed by the Language Assessment Services Section of the Public Service Commission for second language proficiency. ***Purpose:*** This bank exists in accordance with sections 16 and 20 of the Public Service Employment Act to assess the second language proficiency of candidates. ***Consistent Uses:*** This bank is used to maintain a record on candidates tested for the purpose of appointment to bilingual positions in the public service. Relationship with other systems: Test results are input in the SLE Test Results System (PSC PPU 030). ***Retention and Disposal Standards:*** Records are retained for three years, interviews on cassette are retained for two years unless the candidate agrees to their earlier disposal and then destroyed. ***TBS Registration:*** 001426 ***Bank Number:*** PSC PPU 035

Second Language Evaluation (SLE) Test Results

Description: This bank may contain SLE test answer booklets and results for persons who have taken the Second Language Evaluation Oral Interaction Test, Reading Test, Writing Test, or Writing for Exemption Test. For candiates tested in Oral Interaction, the test cassettes are retained by the administering PSC or departmental test centre. Individuals completing a Personal Information Request Form are required to quote their social insurance number. ***Class of Individuals:*** Non-public servants who have taken the Second Language Evaluation Oral Interaction Test, Reading Test, Writing Test or Writing for Exemption Test. ***Purpose:*** This bank exists in accordance with sections 16 and 20 of the Public Service Employment Act to record Second Language Evaluation (SLE) and Language Knowledge Examination (LKE) scores and language assessment results for the purpose of appointment. ***Consistent Uses:*** The bank is used to provide information on second language evaluation assessment for staffing of bilingual positions and information for general personnel management, research and statistical purposes. Relationship with other systems: The bank provides the individual's test results to the SLE database at the Personnel Applications Centre (PAC) at Supply and Services Canada (SSC). Through PAC, that information is then available on-line to authorized personnel in all government departments having appropriate terminals, and by telephone enquiry. The Treasury Board's Official Languages Information System (OLIS) interfaces with PAC to obtain SLE test results which it links with job position requirements. For research purposes the information may also be linked to other PSC information banks. ***Retention and Disposal Standards:*** Computerized records are retained for two years after they are superseded or have become obsolete. Hard copy files are retained for five years. Oral Interaction Tests on cassettes administered by a PPC assessor/monitor are retained for two years unless the candidate agrees to their earlier disposal. Records are then destroyed. ***Note:*** The SLE database replaced the LKE database effective January 21, 1985, so the most recent test results have been transferred. The LKE computer database will be maintained as a dormant file until January 21, 1995 and then destroyed. ***TBS Registration:*** 001425 ***Bank Number:*** PSC PPU 030

■ Executive Programs Branch

Business/Government Executive Exchange

Description: This bank may contain nomination and biographical information, performance review and employee appraisals, agreements, job descriptions, interview notes, curricula vitae, and correspondence related to the assignment, selection, orientation, inventory and counselling of participants. ***Class of Individuals:*** Executives from business and industry who have been nominated, are currently on or have completed an assignment in federal departments or agencies. ***Purpose:*** This bank exists to maintain an inventory of executives from business and industry who have been nominated for possible participation in the program and to keep historical records of all persons who have participated. ***Consistent Uses:*** The information is used to assess candidates and to refer them for possible assignment opportunities in federal departments and agencies. ***Retention and Disposal Standards:*** Records are retained for two years after the termination of an assignment, and are then destroyed. Information on candidates who did not participate in the Program is retained for two years and then destroyed. ***TBS Registration:*** 001904 ***Bank Number:*** PSC PPU 067

Career Assignment Program (CAP) Nominee Data

Description: This bank may contain basic personal information in one or more of three formats: nominee cards (discontinued in 1984), nominee files and Selection Board files. Information includes nomination forms, reasons for nomination, curricula vitae, general career plans, appraisal information, language knowledge examination results, and general correspondence related to CAP nominations. ***Class of Individuals:*** Non-public servants who have been nominated for CAP. ***Purpose:*** This bank exists in accordance with sections 10 and 16(1) of the Public Service Employment Act to record and provide information relating to initial and final nominations to CAP and, in the case of final nominations, to record and present information for review and decision by Selection Board members regarding acceptance to the Program. ***Consistent Uses:*** This bank is used to record and provide information on CAP nominees to the initial (Assessment Centre) and final (Selection Board) selection phase for statistical, administrative, and counselling purposes. Selection Board files are expanded nominee files providing information to Board members for decisions regarding admission to the Program. ***Retention and Disposal Standards:*** Hard copy records of employees who do not proceed beyond the selection phase are retained for three years after which they are destroyed. (Note: Selection Board files of accepted candidates are transferred to the participant files bank.) Selected information on all candidates is computerized and retained for statistical purposes for 20 years. ***TBS Registration:*** 001703 ***Bank Number:*** PSC PPU 060

Career Assignment Program (CAP) Participant Files

Description: This bank may contain basic personal information: nomination forms, reasons for nomination, curricula vitae, career plan, appraisal information, selection review board summaries and results and correspondence related to CAP participation. ***Class of Individuals:*** Non-public servants who are currently enroled or have participated in CAP. ***Purpose:*** This bank exists in accordance with sections 10 and 16(1) of the Public Service Employment Act to maintain an historical record of all persons who have participated in the Career Assignment Program. ***Consistent Uses:*** This bank is used to provide statistical information on CAP participants, selection review board summaries and results, language knowledge examination results, course participation data for human resource planning, staffing and general personnel management purposes. Relationship with other systems: Information on past participants is updated monthly with the Management Resources Information System (MRIS) data and a CAP indicator on MRIS is updated from the CAP system. A semi-annual interface with the Treasury Board Incumbent/Mobility Systems is made to obtain the date the employee joined the Public Service. ***Retention and Disposal Standards:*** Selected information is computerized and retained for statistical purposes for 20 years. All records are retained in hard copy until five years after termination of CAP participation. Selected files are retained by National Archives of Canada after that time and the others are destroyed. ***TBS Registration:*** 001429 ***Bank Number:*** PSC PPU 050

Executive Programs Competition Files

Description: This bank may contain security clearance rating, language examination results, memoranda to the Commission (Board Report); letter of offer, letter of acceptance, letters to unsuccessful candidates, notice of Right to Appeal if applicable, notice regarding no appeals, copy of Record of Staffing Transaction, Official Languages Information form, job description, Request for Non-delegated Staffing, job profile, statement of qualifications, application forms, and record of persons considered for the position. Persons completing a Personal Information Request Form are requested to give the pertinent competition number. ***Class of Individuals:*** Non-public servants who are included in an Executive Group competition administered by the PSC. ***Purpose:*** This bank exists in accordance with section 10 of the Public Service Employment Act to record and provide information relating to Executive Group competitions administered by the Public Service Commission. ***Consistent Uses:*** This bank is used to provide information relating to Executive Group appointments made by the PSC. On request, information may be disclosed to a participant in a selection action to explain the reasons for the selection decision in accordance with the PSC policy on "Disclosure of Information Following a Selection Action". ***Retention and Disposal Standards:*** Records are retained for three years after the eligibility list expires, then destroyed. ***TBS Registration:*** 001437 ***Bank Number:*** PSC PPU 090

Interchange Canada Participant Files

Description: This bank may contain curricula vitae, performance review and employee appraisals, agreements, job descriptions, interview notes and correspondence related to the program. Some information exists in computerized form. ***Class of Individuals:*** Non-public servants who are about to be given, are currently on, or have completed, an assignment. ***Purpose:*** This bank exists to maintain historical records of all persons who have participated in the program. ***Consistent Uses:*** This bank is used for the general management of the assignments. Relationship with other systems: Source data is obtained from the Management Resources Information System. ***Retention and Disposal Standards:*** Records are retained for five years after termination of participation, and then destroyed. ***TBS Registration:*** 001895 ***Bank Number:*** PSC PPU 069

International Assignment Participant Files

Description: This bank may contain curricula vitae, performance review and employee appraisals, agreements, applications, vacancy notices, job descriptions, interview notes and correspondence related to the program. Some information exists in computerized form. ***Class of Individuals:*** Non-public servants who are about to be given, are currently on, or have completed, an assignment. ***Purpose:*** This bank exists to maintain historical records of all persons who have participated in the program. Some information exists in computerized form. ***Consistent Uses:*** This bank is used for the general management of the assignments. ***Retention and Disposal Standards:*** Records remain active for the duration of the assignment, are kept inactive for three years and are then destroyed. Records on performance review and employee appraisals are retained five years, then destroyed. ***TBS Registration:*** 001896 ***Bank Number:*** PSC PPU 073

Inventory of Applicants for Interchange Canada

Description: This bank may contain curricula vitae, letters of acknowledgement, interview notes, records of instances of consideration, notations of referrals, notes to file, telexes, performance reviews and employee appraisals. Some information exists in computerized form. ***Class of Individuals:*** Non-public servants applying for positions in Interchange Canada. ***Purpose:*** This bank exists, in accordance with section 5(a)(ii) of the Public Service Employment Regulations, to maintain an inventory of candidates seeking Interchange Canada assignments. ***Consistent Uses:*** This bank is used to identify candidates who are seeking Interchange Canada assignments. Relationship with other systems: Source data is obtained from the Management Resources Information System. ***Retention and Disposal Standards:*** Records are retained for two years after being declared inactive, and then destroyed. Information regarding candidates who become participants is transferred to the Interchange Canada Participants files. ***TBS Registration:*** 001894 ***Bank Number:*** PSC PPU 068

Inventory of Applicants for International Assignments

Description: This bank may contain curricula vitae, applications, correspondence interview notes, record of instances of consideration, notations of referrals, notes to file, telexes and performance review and employee appraisals. Some information exists in computerized form. ***Class of Individuals:*** Non-public servants applying for positions in international organizations. ***Purpose:*** This bank exists to provide an inventory of candidates seeking positions with international organizations. ***Consistent Uses:*** This bank is used to identify candidates for vacancies in international organizations. ***Retention and Disposal Standards:*** Records are retained for two years after being declared inactive, and then destroyed. The information on candidates who become participants is transferred to the International Assignment Participants files. ***TBS Registration:*** 001897 ***Bank Number:*** PSC PPU 074

■ Training Programs Branch

Course Registration and Information System

Description: This bank may contain basic personal data and related course administrative data. Persons completing a Personal Information Request Form are required to quote the pertinent Training Programs Branch course numbers. ***Class of Individuals:*** Non-public servants who have taken or are enroled in a professional or management course offered by the PSC Training Programs Branch. ***Purpose:*** This bank exists in accordance with section 5(b) of the Public Service Employment Act to establish and maintain records of all employees who have taken or are enroled in a professional or management course offered by the PSC Training Programs Branch. ***Consistent Uses:*** This bank is used to provide information required to administer professional and management training courses operated by the PSC. ***Retention and Disposal Standards:*** Records are retained for five years after completion of training and development activity, then destroyed. ***TBS Registration:*** 001438 ***Bank Number:*** PSC PPU 095

Language Training File

Description: This bank may contain basic personal data, service and language training requests, aptitude and placement tests results and information for the teaching personnel in the Commission's language training Centres along with the language training results obtained. ***Class of Individuals:*** Non-public servants who underwent language training. ***Purpose:*** This bank exists in accordance with section 5(b) of the Public Service Employment Act to provide information for eligibility testing, orientation, enrolment and language training processes. ***Consistent Uses:*** The bank is used for the eligibility, testing, orientation, enrolment and language training processes and to ensure a progress follow-up on participants. Interaction with other systems: The information is coupled daily with the Treasury Board Language Training Module (LTM) and the Second Language Evaluation system (SLE) of the Public Service Commission to update candidates' information, add new training requests and update SLE data. Moreover, the language training system is used to produce for departments, statistical reports on participants' absences and progress. ***Retention and Disposal Standards:*** Paper records are kept for twenty years after completion of training and are then destroyed. Subject to National Archives' approval, computerized records remain active during the training period, are then kept on tape for twenty years and then deleted. ***TBS Registration:*** 002779 ***Program Record Number:*** PSC PPU 110

Language Training Orientation File

Description: This bank may contain basic personal data, aptitude and placement tests results, preliminary interview report, prognosis, recommended lessons and projected training duration. ***Class of Individuals:*** Non-public servant language training candidates who underwent the orientation process for non-imperative staffing purposes or for enrolment on basis language training. ***Purpose:*** This bank exists in accordance with section 5(b) of the Public Service Employment Act to register test results and information collected during the orientation interview. ***Consistent Uses:*** This information is used to evaluate the aptitude to succeed at language training, to make pedagogical recommendations to the teaching personnel and to supply Language Training Canada with administrative data. Interaction with other system: The information is coupled daily with the Treasury Board Language Training Module (LTM) to update information on orientation process' candidates. ***Retention and Disposal Standards:*** Paper records are kept for twenty years after completion of training and are then destroyed. Subject to approval by the National Archives, computerized records remain active during the training period, are then kept on tape for twenty years and then deleted. ***TBS Registration:*** 002778 ***Bank Number:*** PSC PPU 100

■ Corporate Management Branch

Access Requests

Description: This bank may contain access request forms, the replies to such requests and information relating to the processing of the requests. ***Class of Individuals:*** Non-public servants who have made formal access requests under the Access to Information Act or the Privacy Act. ***Purpose:*** This bank exists in accordance with section 4 of the Access to Information Act and section 12 of the Privacy Act to process access requests made under the Acts. ***Consistent Uses:*** The bank is used to record and process access requests, to respond to complaints received under the Acts and for statistical purposes. ***Retention and Disposal Standards:*** Records are retained for two years after completion of the request, then destroyed. ***TBS Registration:*** 001443 ***Bank Number:*** PSC PPU 120

Language Review Committee Files

Description: This bank may contain requests for review, candidates' written consent, language knowledge exam (LKE) results prior to 15 October 1984, assessment officer's report, related letters or memos, and decisions of the committee. ***Class of Individuals:*** Non-public servants whose cases have been submitted to the Language Review Committee. ***Purpose:*** This bank exists in accordance with section 20 of the Public Service Employment Act to record information on persons whose cases were submitted to the Language Review Committee prior to 15 October1984. ***Consistent Uses:*** The bank is used to examine complaints concerning results obtained in second language assessment and decisions of the Language Assessment Section prior to 15 October 1984 for candidates and persons seeking appointment to the public service as well as to reach a decision on each case. ***Retention and Disposal Standards:*** Records are retained for 10 years and destroyed. ***TBS Registration:*** 001428 ***Bank Number:*** PSC PPU 045

Classes of Personal Information

General Administrative Documentation

In the course of conducting the activities and programs of the Public Service Commission, categories of personal information are accumulated which are not contained in the specific information banks described in this entry. Examples of such personal information include routine correspondence of an administrative nature, complaints and inquiries files as well as contracts for personal and professional services and unsolicited applications for employment. This information is normally filed by general subjects and is retrievable only if specifics are provided concerning the data and subject matter. The retention periods for these classes of personal information are controlled by the records schedules of the general subject files in which they are stored.

Surveys and Studies

The Public Service Commission occasionally surveys individuals and private firms who have participated in PSC programs or made use of its services. In the majority of cases, the identities of persons responding to the surveys are not recorded. These surveys usually form part of studies and are done to obtain individual's views and opinions on PSC activities such as training, staffing, appeals, audits and other departmental responsibilities. The information is used for program planning and to evaluate the effectiveness of training methods and of PSC operations. It is also used to respond to training needs; to obtain a basis for the establishment of policies and procedures; and to ascertain the quality of services, identify problems in those services and make the necessary improvements. The retention periods for this class of personal information are controlled by the record schedules of the general subject file in which they are stored.

Manuals

- Audit Branch Manual
- Procedures Manual (Investigations)
- Staffing Policies and Guidelines
- Selection Standards
- Subject Classification Guide

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Reading Room

In accordance with the Access to Information Act, an area on the premises of these institutions has been designated as a public reading room. These rooms are open from 08:30 to 16:30, and are located in:

Pacific and Yukon Region

Sinclair Center
5th Floor, 757 Hastings Street
West Vancouver, British Columbia

Federal Building
1230 Government Street
Victoria, British Columbia

Yukon Centre
4114 Fourth Avenue
Whitehorse, Yukon

Alberta and Northwest Territories Region

Canada Place
830-9700 Jasper Avenue
Edmonton, Alberta

Precambrian Building
4922 – 52nd Avenue
Yellowknife, Northwest Territories

Manitoba and Saskatchewan Region

The Federal Building
400-1975 Scarth Street
Regina, Saskatchewan

McDonald Building
200 – 344 Edmonton Street
Winnipeg, Manitoba

Ontario Region

3rd Floor, Dominion Public Building
One Front Street West
Toronto, Ontario

National Capital Region

L'Esplanade Laurier, 11th Floor
300 Laurier Avenue West
Ottawa, Ontario

Quebec Region

Complexe Guy-Favreau
8th Floor, West Tower
200 René Lévesque Boulevard West
Montreal, Quebec

Place Sillery
Room 205, 1122 chemin St-Louis
Quebec, Quebec

Atlantic Region

Brunswick Building
1888 Brunswick Street
Halifax, Nova Scotia

Toronto Dominion Building
777 Main Street
Moncton, New Brunswick

Cormac Building
2 Steers Cove
St. John's, Newfoundland

Confederation Court Complex
119 Kent Street
Charlottetown, Prince Edward Island

Public Service Staff Relations Board

Chapter 94

General Information

Background

The Public Service Staff Relations Board was established in 1967 by the Public Service Staff Relations Act.

Responsibilities

The Board administers the Public Service Staff Relations Act. Its responsibilities include such matters as determination of bargaining units, certification and decertification of bargaining agents, arbitration of interest disputes, adjudication of rights disputes and generally providing an administrative structure within which the rights and responsibilities of the employers and employees in the federal public service may be exercised and/or enforced. The Board also administers the provisions of the Parliamentary Employment and Staff Relations Act, as well as certain provisions of Part II of the Canada Labour Code. The Board is also responsible, through the Pay Research Bureau, for obtaining information on rates of pay, employee earnings, conditions of employment and related practices, prevailing both inside and outside the public service, to meet the needs of the parties bargaining in the federal public service.

Legislation

- Parliamentary Employment and Staff Relations Act
- Part II – Canada Labour Code (certain provisions only)
- P.E.S.R.A. Regulations and Rules of Procedures
- Public Service Staff Relations Act
- Public Service Staff Relations Board Regulations and Rules of Procedures

Organization

Pursuant to the Public Service Staff Relations Act (R.S.C. 1985, chapter P-35), the Board is composed of "...a Chairman, a Vice-Chairman, not less than three Deputy Chairmen and such other full-time and part-time members as the Governor in Council considers necessary to discharge the responsibilities of the Board." All appointments are for periods not exceeding seven years, with the exception of the chairman, vice-chairman and deputy chairmen, whose appointments are for periods not exceeding ten years. Part-time members are appointed either for the purpose of adjudicating upon grievances, or chairing divisions of the Board with respect to requests made for arbitration of certain terms or conditions of employment and issuing arbitral awards thereon.

■ Pay Research Bureau

This bureau is responsible for obtaining information on rates of pay, employee earnings, conditions of employment and related practices, prevailing both inside and outside the public service, to meet the needs of the parties bargaining in the federal public service. It is also responsible for developing and maintaining a data bank of up-to-date data and conducting research studies to support the processes of collective bargaining in the Public Service of Canada. It provides information on compensation and related matters in the federal public service to industry, provincial and municipal governments, bargaining agents and other organizations, when to do so is in the public interest.

■ Office of the Secretary-Registrar

The secretary-registrar is responsible for the development and administration of an effective and efficient case management and control system for all proceedings coming before the Board under the provisions of the Acts and their regulations. This includes, in addition to an individual case registration and file system for each type of proceeding, the provision of support services for Board meetings and hearings throughout Canada such as hearing accommodations, clerical and secretarial assistance, recording and transcribing facilities and arrangements for court reporters.

■ Office of Mediation Services

The office provides a mediation and conciliation service to employers and bargaining agents when impasses occur in the negotiation of collective agreements. Assistance, including the conduct of examination hearings on behalf of the Board, is provided to the same parties to determine employees holding managerial or confidential positions who are to be excluded from the bargaining unit. Similar assistance is given in the matter of the determination of designated employees who do not have the right to strike. Finally, mediation and/or advice and guidance is provided to parties and individuals in complaints and grievances before the Board.

■ Legal Services

This unit provides the chairman, members and officers with legal advice and counsel on matters relating to the operations of the Board. It also represents the interests of the Board in judicial review proceedings before the Federal Court of Appeal.

■ Administration Branch

The Administration Branch consists of the Administrative Services Division, the Financial Services Division, the Library Services Division and the Personnel Services Division. This branch is responsible for the provision of support services to the various organizational units of the Board.

Information Holdings

Program Records

■ Pay Research Bureau

Benefits and Working Conditions
Description: Information on benefits and working conditions of employees in Canada. *Topics:* Employee benefits – management, professional, office and non-office employees; incidence and characteristics of benefits. *Access:* Files arranged by subject. *Storage Medium:* Computer, paper copy and microfiche. *Program Record Number:* SRB PRB 015

Federal Public Service Collective Bargaining Information
Description: Collective bargaining information on federal public servants. *Topics:* Publications – collective agreement analysis; settlement summaries; arbitration and conciliation indices. *Access:* Files arranged by subject. *Storage Medium:* Computer, paper copy and microfiche. *Program Record Number:* SRB PRB 010

Salaries and Wages
Description: Information on the salaries and wages of selected employee groups in Canada. *Topics:* Salaries and wages of Canadian professional, administrative, technical, administrative support and operational employees. *Access:* Files arranged by subject. *Storage Medium:* Computer, paper copy and microfiche. *Program Record Number:* SRB PRB 005

■ Office of the Secretary/Registrar

Applications for Declaration of Strikes as Lawful or Unlawful
Description: Information on applications by either employers or bargaining agents for a declaration by the Board on the legality of strikes. *Topics:* Applications for a declaration of a strike as lawful or unlawful. *Access:* Files arranged by case file. *Storage Medium:* Paper copy, microfiche. *Program Record Number:* SRB OSR 100

Applications for Extension of Time
Description: Applications for a time extension for the performance of an action, serving of a notice, filing of a document or initiation of proceedings when the prescribed time for each of these activities has expired. *Topics:* Applications for extension of time prescribed in the Board's regulations. *Access:* Files arranged by case file. *Storage Medium:* Paper copy, microfiche. *Program Record Number:* SRB OSR 110

Applications for Extension of Time to Implement Arbitral Awards
Description: Information on application from either party for extension of time to implement the provisions of arbitral awards if unable to do so within the required 90 days. *Topics:* Applications for extension of time to implement arbitral awards. *Access:* Files arranged by case file. *Storage Medium:* Paper copy, microfiche. *Program Record Number:* SRB OSR 090

Applications for Extension of Time to Implement Provisions of Collective Agreements
Description: Information on application by either party for extension of time to implement the provisions of a collective agreement if unable to do so within the period agreed upon, or 90 days. *Topics:* Applications for extension of time to implement provisions of collective agreements. *Access:* Files arranged by case file. *Storage Medium:* Paper copy, microfiche. *Program Record Number:* SRB OSR 095

Applications to Determine a New Occupational Group
Description: Applications to determine an occupational category of employees other than those identified in section 2 of the Act. *Topics:* Applications to determine a new occupational category. *Access:* Files arranged by case file. *Storage Medium:* Paper copy, microfiche. *Program Record Number:* SRB OSR 120

Appointment of Arbitrators and Adjudicators
Description: Information on the appointment of arbitrators and adjudicators appointed to resolve negotiation impasses and grievances. *Topics:* Resumés; Order-in-Council appointment documents. *Access:* Files arranged by surname. *Storage Medium:* Paper copy. *Program Record Number:* SRB OSR 155

Approval of Grievances Forms
Description: Approvals for employers' grievance forms to be made available to their employees. *Topics:* Approval of an employer's grievance presentation form. *Access:* Files arranged by case file. *Storage Medium:* Paper copy, microfiche. *Program Record Number:* SRB OSR 115

Bargaining Agents – Certification of
Description: Applications from employee organizations seeking certification as bargaining agents for groups of employees considered to be units of employees appropriate for collective bargaining. *Topics:* Applications for certification, constitutions and by-laws. *Access:* Files arranged by case file. *Storage Medium:* Paper copy, microfiche. *Program Record Number:* SRB OSR 020

Canada Labour Code – Complaints (Part II – Section 133)
Description: Complaints from employees against employers for allegedly taking action against them because they acted in accordance with section 128 or 129 of Part II of the Canada Labour Code. *Topics:* Complaints from employees; determination of the Board on the merits of the complaints. *Access:* Files arranged by case files. *Storage Medium:* Paper copy. *Program Record Number:* SRB OSR 150

Complaints of Unfair Practices
Description: Information on complaints alleging unfair practices. *Topics:* Contravention of the Act or regulations; failure to give effect to a provision of an arbitral award; failure to give effect to an adjudicator's decision. *Access:*

Files arranged by case file. *Storage Medium:* Paper copy, microfiche. *Program Record Number:* SRB OSR 060

Consent to Prosecute

Description: Applications for consent to prosecute in the courts an alleged failure by any person to observe any prohibition contained in sections 8, 9 or 10, or an offence under section 105 of the Act. *Topics:* Applications for consent to prosecute. *Access:* Files arranged by case file. *Storage Medium:* Paper copy, microfiche. *Program Record Number:* SRB OSR 105

Canada Labour Code – Decisions of Safety Officers (Part II – Subsection 129(5))

Description: Referrals to the Board of decisions of Safety Officers concerning the refusal of an employee to work because of an alleged danger. *Topics:* Decisions of Safety Officers; determination of the Board as to the circumstances of the Safety Officer's decisions and reasons therefor. *Access:* Files arranged by case files. *Storage Medium:* Paper copy. *Program Record Number:* SRB OSR 145

Declaration of Successor Rights

Description: Information on the declaration or determination by the Board as to what rights, privileges, and duties, if any, have been acquired or are retained by an employee organization after a merger or amalgamation of employee organizations or a transfer of jurisdiction among employee organizations other than by revocation of certification. *Topics:* Applications for determination of successor rights. *Access:* Files arranged by case file. *Storage Medium:* Paper copy, microfiche. *Program Record Number:* SRB OSR 040

Designated Employees

Description: Rulings on the status of employees or classes of employees in a bargaining unit, whose duties at any particular time are necessary in the interest of the safety or security of the public. *Topics:* Determinations by the Board on employees proposed for designation in the interest of the safety or security of the public. *Access:* Files arranged by case file. *Storage Medium:* Paper copy, microfiche. *Program Record Number:* SRB OSR 080

Determination of Rights of Bargaining Agents

Description: Information on the determination by the Board, after the revocation of certification of a bargaining agent, as to rights and duties of that bargaining agent or those of the new bargaining agent. *Topics:* Applications for determination of rights of bargaining agents. *Access:* Files arranged by case file. *Storage Medium:* Paper copy, microfiche. *Program Record Number:* SRB OSR 035

Determination of Status of Employees

Description: Determinations by the Board on the eligibility of any employee or class of employees to be included as a member of a bargaining unit. *Topics:* Applications for determination of status of employees in bargaining units. *Access:* Files arranged by case file. *Storage Medium:* Paper copy, microfiche. *Program Record Number:* SRB OSR 055

General Powers and Duties of the Board

Description: Information on the general powers and duties of the Board, including the issuing of orders requiring compliance with the Act, regulations or any decision on matters coming before the Board. *Topics:* Applications to the Board for compliance orders under provisions of the Act which have no specific remedy prescribed. *Access:* Files arranged by case file. *Storage Medium:* Paper copy, microfiche. *Program Record Number:* SRB OSR 045

Objections to Managerial and Confidential Exclusions

Description: Information on determinations by the Board, after objections by the bargaining agents, of the status of employees proposed for exclusion from bargaining units by the employer on the grounds that they are employed in a managerial or confidential capacity. *Topics:* Determinations by the Board on status of employees proposed as managerial or confidential exclusions. *Access:* Files arranged by case file. *Storage Medium:* Paper copy, microfiche. *Program Record Number:* SRB OSR 075

Policy Grievances

Description: Information on determinations by the Board, of references by employers or bargaining agents to enforce obligations alleged to arise out of collective agreements or arbitral awards. *Topics:* References of grievances to Board by a bargaining agent or an employer. *Access:* Files arranged by case file. *Storage Medium:* Paper copy, microfiche. *Program Record Number:* SRB OSR 070

Presentation of Grievances and Referral to Adjudication

Description: Information on the presentation of certain grievances over a wide range of matters affecting terms and conditions of employment, except where there is an administrative procedure for redress provided for under an Act of Parliament. *Topics:* References to Board for adjudication of grievances concerning: provisions of collective agreements or arbitral awards; disciplinary action resulting in discharge, suspension or a financial penalty. *Access:* Files arranged by case file. *Storage Medium:* Paper copy, microfiche. *Program Record Number:* SRB OSR 065

Questions of Law or Jurisdiction

Description: Rulings on questions of law or jurisdiction arising in connection with a matter that has been referred to the arbitration tribunal or adjudicator. *Topics:* Determination of questions of law or jurisdiction concerning a matter referred for arbitration or referred to adjudication. *Access:* Files arranged by case file. *Storage Medium:* Paper copy, microfiche.Section 23 of the Act (R.S.C. 1970, chapter P-35) has been repealed effective October 1, 1975 and this file series is now closed. *Program Record Number:* SRB OSR 125

Requests for Arbitration

Description: Information on written requests for arbitration from either party after both have bargained in good faith but have been unable to reach agreement on any term or condition of employment, for employees in a bargaining unit whose bargaining agent has specified referral to arbitration as the method for resolving negotiation disputes. *Topics:* Requests by bargaining agent or employer for arbitration of matters in dispute. *Access:* Files arranged by case file. *Storage Medium:* Paper copy, microfiche. *Program Record Number:* SRB OSR 085

Requests for Review of Decisions

Description: Information on the review, revision, amendment, alteration or variation by the Board of any of its decisions or orders. *Topics:* Requests for review of Board decisions. *Access:* Files arranged by case file. *Storage Medium:* Paper copy, microfiche. *Program Record Number:* SRB OSR 050

Resolution of Disputes

Description: Information on the process specified by a bargaining agent for resolving a dispute when negotiating a collective agreement with the employer. The dispute could either be referred to the Board for arbitration or to a conciliation board. The process and any future alterations from one method to the other are recorded by the Board as part of the certification process. *Topics:* Specification of process for resolution of disputes. *Access:* Files arranged by case file. *Storage Medium:* Paper copy, microfiche. *Program Record Number:* SRB OSR 030

Bargaining Agents – Revocation of Certification of

Description: Information on revocation of certification. Any person claiming to represent a majority of employees in a bargaining unit may apply to the Board for a declaration that the certified bargaining agent no longer represents a majority of the employees. *Topics:* Applications for revocation of certification. *Access:* Files arranged by case file. *Storage Medium:* Paper copy, microfiche. *Program Record Number:* SRB OSR 025

■ Office of Mediation

Appointment of a Mediator

Description: Information on the appointment by the chairman of a mediator to attempt to resolve differences between the employer and a bargaining agent. *Topics:* Terms or conditions of employment under negotiation for a collective agreement. *Access:* Files arranged by case file. *Storage Medium:* Paper copy. *Program Record Number:* SRB OMD 135

Requests for a Conciliator

Description: Written requests by employers or bargaining agents, during the collective bargaining process, for conciliators when the parties are unable to reach agreement on a term or condition of employment which may be embodied in a collective agreement. *Topics:* Terms or conditions of employment under negotiation for a collective agreement. *Access:* Files arranged by case file. *Storage Medium:* Paper copy. *Program Record Number:* SRB OMD 130

Requests for the Establishment of a Conciliation Board

Description: Information on the establishment of a conciliation board for the investigation and conciliation of disputes. At the request of either party, by notice in writing to the Chairman, the bargaining agent for the bargaining unit concerned has specified referral to a conciliation board as the method for resolving negotiation impasses, and the parties have bargained in good faith with a view to concluding a collective agreement, but have been unable to reach an agreement on any term or condition of employment for employees in the relevant bargaining unit. *Topics:* Requests for establishment of conciliation boards; terms and conditions of employment under negotiation for a collective agreement referred to the conciliation board. *Access:* Files arranged by case file. *Storage Medium:* Paper copy, microfiche. *Program Record Number:* SRB OMD 140

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Acts and Legislation

Administration

Administrative and Management Services

Audits

Budgets

Buildings

Buildings and Properties

Classification of Positions

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Human Resources

Lands

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Procurement

Salaries and Wages

Staff Relations

Training and Development

Utilities

Vehicles

Personal Information Banks

Access Requests Data Bank

Description: This bank contains access request forms, replies to such requests and information relating to their processing. ***Class of Individuals:*** Members of the general public and federal government employees seeking access to information relating to themselves or to programs and activities of the Board. ***Purpose:*** This bank exists to process requests for access to information, i.e., granting or refusing the release of information held by the Board. ***Consistent Uses:*** To support decisions relating to the processing of access requests; to compile, on a periodic basis the number of requests received and to record the status and particulars of each request, fees charged, etc. ***Retention and Disposal Standards:*** Files are retained for two years after last administrative action and then destroyed. ***TBS Registration:*** 000771 ***Bank Number:*** SRB PPU 015

Application for Employment

Description: This bank contains completed application for employment forms, resumés, letters of reference and departmental replies to applications. ***Class of Individuals:*** Individuals seeking employment with the Board. ***Purpose:*** This bank exists to retain applications for employment with the Board. ***Consistent Uses:*** To support decisions regarding the referral of candidates for staffing purposes. ***Retention and Disposal Standards:*** Files are retained for two years from date of receipt and then destroyed. ***TBS Registration:*** 000769 ***Bank Number:*** SRB PPU 005

Personal Service Contracts

Description: This bank contains information on personal service contracts such as invoices, rates of pay, expenses incurred and payment records. ***Class of Individuals:*** Individuals hired under contract and part-time Board members hired by Orders-in-Council. ***Purpose:*** This bank exists to record payments made to individuals hired under contract with the Board. ***Consistent Uses:*** To support decisions relating to the authorization of personal service contract payments. ***Retention and Disposal Standards:*** Files are retained for six years following the fiscal year in which services were performed and then destroyed. ***TBS Registration:*** 000770 ***Bank Number:*** RSB PPU 010

Manuals

- Office of Mediation Procedures – Conciliation Boards, Mediators, Conciliators
- Operational Procedures Manual – Automated Pay Survey Program
- PRB Policies, Practices and Procedures Manual
- PSSRB Reports
- Office of the Secretary-Registrar – Administrative Procedures

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Board, its various programs and functions may be directed to:

Secretary-Registrar
Public Service Staff Relations Board
240 Sparks Street
P.O. Box 1525, Station B
Ottawa, Ontario
K1P 5V2

(613) 990-1804

Reading Room

The Board's Records Office has been designated under the Access to Information Act as a public reading room. The address of the Records Office is:

240 Sparks Street, Room 633G,
Ottawa, Ontario.

Public Works Canada

Chapter 95

General Information

Background

The department of Public Works was established as the Board of Works in 1841 and, at Confederation, was recognized as the department of Public Works (SC 1867-68 C.12). Before 1867, public works were carried out in the Province of Canada by the commissioner of the Board of Works who had responsibility for canals, works in navigable waters, harbours, lighthouses, beacons and buoys, log slides and booms, roads and bridges, public buildings, and provincial vessels.

Responsibilities

Public Works Canada attends to the government's office and other real property needs, offers expert advice and services in the provision, management, operations, and disposal of federal real property at market-based rates, while contributing to the government's social, economic, and environmental objectives.

The department, under the provisions of the Public Works Act, has a dual role with respect to real property. As custodian, the department is responsible for the administration, charge, and control of federal general purpose office accommodation, certain bridges, highways, locks, dams, and the Parliamentary Precinct. As service agent, the department is responsible for providing to the federal government, at market-based rates, architectural and engineering services, including the design, construction, and project management of federal facilities, dredging and fleet services, and as well as real estate and property management services.

The department's activities have been structured into the following three programs:

The Services Program provides a wide range of professional and technical services in architecture, engineering, and realty required by other federal government departments, agencies, and the Public Works Canada Real Property Program. The Services Program involves most Public Works Canada employees and includes resources for management and administrative support.

The Real Property Program acts as custodian and manages a diverse portfolio of office and other general purpose real property in order to appropriately accommodate federal tenants and to optimize the government's investment in the facilities.

The Crown Corporations Program makes payments to the Old Port of Montréal Corporation Inc. for the development and the promotion of the development of the Old Port of Montréal site.

Legislation

- Bridges Act, R.S.C. 1985, c. B-8 (See also Table of Public Statutes, except Fort Falls Bridge Authority)
- Dry Docks Subsidies Act, R.S.C. 1985, c. D-4
- Expropriation Act, R.S.C. 1985, c. E-21
- Government Property Traffic Act, R.S.C. 1985, c. G-6
- Government Works Tolls Act, R.S.C. 1985, c. G-8
- Municipal Grants Act, R.S.C. 1985, c. M-13, amended c. 44 (2nd supplement)
- Ottawa River Act, S.C. 1870, c. 24
- Public Land Grants Act, R.S.C. 1985, c. P-30, amended c. 13 (1st supplement)
- Public Works Act, R.S.C. 1985, c. P-38, amended c. 13 (1st supplement)
- Public Works Health Act, R.S.C. 1970, c. P-39
- Surplus Crown Assets Act, R.S.C. 1985 c. S-27, amended c. 22 (1st supplement)
- Trans-Canada Highway Act, R.S.C. 1970, c. T-12

Organization

■ Architectural and Engineering Services

Architectural and Engineering Services (A&ES) is responsible for all architectural and engineering services necessary to meet the contractual commitments of the Department and to deliver, at market-based rates, real-property-related architectural and engineering services appropriate to clients' needs. A&ES is organized into six national product sectors. These include Buildings, Marine, Land Transportation, as well as sectors dedicated to serving Indian and Northern Affairs (DIAND Technical Services), Environment Canada – A&ES Services for Environment Canada and Transport Canada – Air. There is also a corporate product sector, Strategic Management.

Buildings Product Sector: Provides professional architectural and engineering services pertaining to the planning, design, project management and construction management of buildings for clients including the Services Program, the Accommodation Program and other government departments. These services include, among others, specialized architectural and engineering services and other industry support programs.

Marine Product Sector: Provides professional engineering and technical services pertaining to all aspects of marine construction, design, planning and engineering, as required by Public Works Canada. This sector is also responsible for the development and coordination of marine works programs funded by this and other government departments.

Land Transportation Product Sector: Provides professional engineering and technical services for all activities relating to transportation works, such as highways, structures (bridges) and other engineering works under the jurisdiction of Public Works Canada. It is also responsible for the planning and implementation of technical and administrative policies, standards and guidelines relating to the field of transportation as it pertains to works funded by this and other government departments.

DIAND Technical Services Product Sector: Provides professional architectural and engineering services to Indian and Northern Affairs Canada relative to the technical planning, design, construction, operation and maintenance of real property and other capital assets.

Transport Canada – Air Product Sector: Responsible for all engineering and architectural services on a national basis for air terminal buildings, runways, air navigational facilities and other airport facilities that belong to the federal airport system.

A&ES for Environment Canada Product Sector: Provides client support and capital program delivery services to its client department, including input to the client's strategic and management planning activities, asset management and the development and delivery of the annual capital program for a wide range of real property facilities and mobile equipment.

Strategic Management: Consists of the following four main divisions:

Technology Product Sector: Carries out applied research and development studies, and provides services such as technology transfer through demonstration projects, publications and seminars, building performance analysis and barrier-free design. It also administers the National master specification and other industry programs.

Planning and Systems Directorate: Responsible for the provision of planning expertise, administrative support for the Branch at Headquarters and business management systems nationally.

Project and Contract Management Directorate: Responsible for policies, systems and procedures relating to the selection and management of consultants in architectural, engineering and related disciplines. It also deals with the policies, procedures and systems for contract claims management and project management.

Strategic Development Directorate: Responsible for developing branch strategies relative to major business approaches, including market-based charging, make or buy analysis and resourcing models; managing the development of a comprehensive A&ES policy development program to ensure commonality of operations and provision of national direction within the A&ES organization. It also effects linkages with the private sector and client departments on policy matters relating to the design and construction industry.

■ Realty Services

Responsible for the delivery of realty management and real estate services which includes:

Real Estate Services: Handles property acquisition and appraisal, property investment analysis and development, and commercial space marketing services. Legal land survey and property disposal services are also available.

Property Management: Provides a full range of tenant services including planning, budgeting, scheduling and contracting for about 6,000 properties.

Client Services: Negotiates management agreements with custodians which specify the services Realty will supply.

Facilities Maintenance: Provides maintenance engineering services.

Realty Business Management: Coordinates administrative, personnel, financial, and systems services for the Branch, and also develops policy and planning frameworks to ensure adherence to Public Works Canada and Treasury Board goals.

Crown Corporations: Provides support to the Minister (through the Deputy Minister) in his or her relationship with the following Crown corporations: Canada Lands Company (Vieux-Port de Québec, Vieux-Port de Montéal and Mirabel), Harbourfront Corporation; and Canadian Museums Construction Corporation Inc.

■ Accommodation

This organization, through its Real Property Program, is responsible for managing a diverse portfolio of federal real property in order to provide appropriate accommodation to federal tenants and to optimize investments. The Real Property Program comprises four activities: Program Coordination, Office Facilities, Federal Facilities, and Municipal Grants. Within these four activities are four functions: Program Management, which includes the policies, standards, and practices governing the financial and operational planning, reporting and controls used to administer tenant accommodation, to regulate and protect Public Works Canada assets, and to manage the investment in the portfolio; Accommodation Management, which includes the policies and procedures governing tenant demand, tenant operational norms, tenant long-term planning, tenant counselling, and space planning and utilization; Asset Management, which comprises the standards and regulations affecting the efficient and effective performance of the assets in such areas as health, safety environmental and social considerations, and the life-cycle performance and return on investment of the Public Works Canada portfolio; and Investment Management, which entails the management of financial resources associated with the portfolio, including the acquisition of real estate through construction, purchase, lease, and lease-purchase, and the divestiture, devolution, or disposal of disinvestments by sale, transfer, or demolition.

■ Corporate Management

Contract Policy and Administration Directorate: Responsible for the development, recommendation and implementation of policies, guidelines, procedures and documentation as they relate to the management and administration of all types of Department of Public Works contracts and for the provision of a contracting service to the operating branches of the department.

Administrative Policy and Services: Responsible for the provision of all administrative support policies and services including procuring and maintaining telecommunications equipment; providing internal mail and messenger services, procuring office equipment and supplies; sorting records and disposing of unnecessary documents; maintaining a library; and providing tenant services while looking after workplace safety and departmental security.

The Finance Sector: Processes, records and reports on the Department's financial transactions and accounting activities; develops, coordinates, monitors and evaluates departmental management accounting systems and structures, including a full cost disclosure system, in compliance with central agency and departmental policy or directives; supports all departmental travel and relocation programs and (in conjunction with personnel) the pay administration system; produces public accounts year-end submissions; ensures accountability for non-budget fiscal accounts; directs departmental financial planning, prepares multi-year operational plans and estimates, negotiates resources with the Treasury Board of Canada, allocates resources, and provides budgetary control and financial analysis; controls and reports on cash management; provides related policy advice and feasibility assessments for departmental, interdepartmental and central agency committees.

Informatics Services: Responsible for promoting, guiding and managing the timely introduction and the productive utilization of informatics technology and expertise. Services include the design and development of the Department's technical informatics infrastructure, the development and maintenance of national computer applications, and support for the Department's computer users.

Contract Claims Services: Responsible for maintaining a current inventory of all contra claims disputes. In concert with Architectural and Engineering Services, Realty Services and Legal Services, the Directorate reviews claims to identify those that seem impossible to resolve through the normal departmental process. Claims that cannot be resolved internally can be referred to a contract disputes advisory board or go the commercial arbitration or litigation. The Directorate provides guidance, any necessary research, and administrative resource capabilities should one of these alternatives be pursued. In addition to providing guidance to senior management and project managers in the handling of disputes, the unit formulates policies and procedures through careful monitoring, post-audit and evaluation of various disputes, including those involving litigation.

Corporate Policy and Planning

This organization is responsible for corporate policy development and analysis; for ensuring the Department's adherence to Access to Information and Privacy (ATIP) legislation; for advising the Minister and the Deputy Minister on corporate policy matters of concern to the Department as a whole, for operational and strategic planning support to the Department; and for the development and maintenance of sound management practices.

Human Resources

This organization provides national policy and services in the areas of staffing, classification, staff relations compensation, career planning, training and development, human resources planning, employee assistance, work force adjustment, employment equity, official languages and other areas concerning human resources. It maintains several automated national information systems relative to human resources management.

Corporate Communications

This organization is responsible to the Deputy Minister for developing, implementing, maintaining and evaluating communications programs and projects directed at the department's clients, employees, and the public. It also receives feedback on communications activities and maintains effective communications with the media. The organization is responsible for providing communications advice and support to the Minister, and information on events that affect the department. It also maintains liaison with public affairs and information services divisions in other government departments, and provides advice on the implementation of the federal identity program.

Ministerial Services: Ministerial Services, under the direction of the Director General, Corporate Communications, is responsible for providing effective assistance to the Minister and the Deputy Minister. Its primary duty is serving the Minister and Deputy Minister with respect to material written for their signature. Other duties include handling parliamentary questions and related administrative support for ministerial correspondence.

Audit and Evaluation Branch

Management Audit: Provides an all-embracing comprehensive audit program which is an independent examination and systematic review and appraisal of activities at all levels of management and in all operations of the Department. As a result, Management Audit is able to advise Management and the Audit and Evaluation Committee on the efficiency, economy and effectiveness of management policies, practices and controls.

Program Evaluation: Provides a thorough, independent review of the effectiveness of programs in achieving their objectives, and the efficiency with which they are being administered. Review results may dictate changing the way programs are operated, clarifying program objectives, reducing or eliminating programs and identifying programs or aspects of programs which have increased in relative priority.

Regions

The department of Public Works is a highly decentralized department, delivering service to other federal government departments from six regional offices. There are also several district offices located in each region, which provide local service to the department's clients and the public. The regional offices carry out the department's program delivery responsibilities and services in the areas of planning, property administration, real estate services, contract policy and administration, design and construction, and finance and administration.

Information Holdings

Program Records

Accommodation

Description: Information on the provision of accommodation and related services to government departments and agencies. *Topics:* Assignment and use of space; eating facilities; guidelines and standards; parking studies and surveys; charging; housing; lettings; space management and planning. *Storage Medium:* Machine-readable records, maps. *Program Record Number:* PWC PWC 040

Buildings and Lands

Description: Information on the provision of real estate services to government departments and agencies. *Topics:* Acquisition; appraisals; deeds and title documents; expropriations; easements; heritage properties; title claims; marine; Harbour Commission properties; breakwaters; wharves; offers of sites and buildings; sale of lands; grants on properties; transfer and zoning of land. *Storage Medium:* Machine-readable records, microfiche, drawings, plans, maps. *Program Record Number:* PWC PWC 045

Design and Construction

Description: Construction programs. *Topics:* Construction and quality assurance; consultants project control; consultants; cost planning and estimating; environmental analysis; landscaping and site development standards; project control systems; reports and unsolicited proposals; questionnaires; electrical, mechanical, marine and civil engineering. *Storage Medium:* EDP systems, slides and film, brochures, microfilm, photographs. *Program Record Number:* PWC PWC 025

Emergency Preparedness

Description: Information on emergency preparedness activities in peacetime and war. *Topics:* Emergency government facilities; engineering and construction resources; exercises; increased readiness procedures; international liaison; peacetime emergencies; blast shelters; national shelter program; blast and vulnerability reduction studies; provincial and community shelter plans; surveys *Storage Medium:* EDP systems, plans, photographs, maps, graphics, films, tapes and microfiche. *Program Record Number:* PWC PWC 010

Energy Conservation

Description: Information on Public Works' energy conservation program. *Topics:* Guidelines and standards; information exchange and cooperation; studies; building energy systems analysis; district heating and cooling; solid waste management; solar energy programs; geothermal energy and thermography. *Storage Medium:* Machine-readable records, photographs, cartographic and microfilm videotapes, disc storage. *Program Record Number:* PWC PWC 055

General Operations

Description: Information on operational activities. *Topics:* Access to Information and Privacy; ceremonies and celebrations; contract administration; flags and flag poles; professional and technical services charging; client profiles; demand forecast system; post-occupancy evaluation; project delivery system; and project management. *Storage Medium:* EDP systems. *Program Record Number:* PWC PWC 005

Maintenance and Repairs

Description: Information on the operation, maintenance and general upkeep of buildings owned and leased by the Crown. *Topics:* Cleaning and caretakers' supplies; elevators; eating facilities; garbage disposal; grounds; historical monuments; housing; linen contracts; look boxes; moving; tropical plants; open office landscaping; painting; parking; pest control; property management agreements; redecorating; roofs; studies and surveys; utilities; inspections. *Storage Medium:* EDP systems, maps, plans, photographs. *Program Record Number:* PWC PWC 065

Municipal Grants

Description: Information on grants to municipal, school, provincial and territorial taxing authorities in lieu of real property tax for a taxation year and in lieu of frontage or area tax in respect of federal property situated within the area in which the taxing authority has power to levy and collect real property tax or the frontage or area tax. *Access:* Files are arranged by province and territory, from east to west with their taxing authorities in alphabetical order. *Storage Medium:* Maps, sketches, plans and photographs, machine-readable records. *Program Record Number:* PWC PWC 090

Physical Security

Description: Information on physical security in federally controlled structures. *Topics:* Physical security (general); building security; illegal occupation of government buildings. *Program Record Number:* PWC PWC 075

Project Files

Description: Information on projects undertaken such as renovations, alterations, minor works and repairs to buildings, civil and marine structures, as well as such work as dredging, landscaping and paving. *Topics:* Planning and design; consultants; tendering and contract award; construction payments; claims; change orders; meetings; project scheduling; reports; shop drawings; testing; fine art (see also PWC PWC 015); materials and equipment. *Storage Medium:* Machine-readable records, microfilm, microfiche, maps, plans, photographs and specifications. *Program Record Number:* PWC PWC 030

Property Development

Description: Information on federal land management. *Topics:* Development; area screening studies; comprehensive development framework studies; exclusive non-federal use projects; land-use analysis and optimization studies. *Storage Medium:* Maps, plans, photographs. *Program Record Number:* PWC PWC 050

Property Inventories

Description: Inventories of properties owned or leased by the federal government and its agencies. ***Topics:*** Inventories; central real property inventory; Public Works Canada real property inventory. ***Storage Medium:*** EDP systems, microfilm records, maps, survey plans, photographs, prints, film. ***Program Record Number:*** PWC PWC 060

Safety

Description: Information on safety in federally controlled structures. ***Topics:*** Environmental safety; fire prevention and protection; standards. ***Storage Medium:*** EDP systems. ***Program Record Number:*** PWC PWC 070

Signs and Plaques

Description: Information on the federal identity program and the design and development of standard signage. ***Topics:*** Identification of buildings; national signage program and its implementation. ***Program Record Number:*** PWC PWC 080

Specifications

Description: Specifications and Canadian government master specifications. ***Topics:*** Specifications – architectural, structural, landscaping, food services, conveyor systems, mechanical, electrical and civil. ***Storage Medium:*** Microfiche. ***Program Record Number:*** PWC PWC 020

Surplus Properties

Description: Information on the disposition of properties or structures surplus to the needs of government departments and agencies. ***Topics:*** Notice of excess Crown property; demolition; disposal; surplus properties and enquiries for real property. ***Storage Medium:*** EDP systems and microfilm records. ***Program Record Number:*** PWC PWC 085

Personal Information Banks

■ Realty Services

Contractors' Index

Description: This bank contains information relating to contractors in a variety of classifications including areas such as plumbing, electrical, moving, cleaning, snow removal and other trades relating to general property management. This bank contains names, addresses, telephone numbers, specializations, licences held, previous government work, if any, and in some cases, performance reports. ***Class of Individuals:*** Contractors and tradespersons. ***Purpose:*** This information is used pursuant to departmental procedures to contact and select contractors and service agencies for departmental projects. ***Retention and Disposal Standards:*** This bank is updated on a continuous basis with information supplied by contractors and departmental officials. Information is retained for two years after removal from index. ***TBS Registration:*** 000698 ***Bank Number:*** PWC PPU 015

List of Landlords

Description: This bank contains information relating to existing landlords with whom the department has executed lease agreements. It contains names, addresses, rental rates, lease payments and descriptive property data. ***Class of Individuals:*** Landlords doing business with the Department of Public Works. ***Purpose:*** Administration of the leasing contracts on behalf of the government. ***Retention and Disposal Standards:*** Information is retained for two years. ***TBS Registration:*** 000696 ***Bank Number:*** PWC PPU 005

List of Lessees

Description: This bank contains information relating to individuals, institutions and firms leasing properties or accommodation from the Department. This bank contains names, addresses, rental rates, and descriptive property information. ***Class of Individuals:*** Lessees of the Department. ***Purpose:*** This information is maintained for the administration of the space management and marketing activity of the Accommodation Program. ***Retention and Disposal Standards:*** Information in this bank is updated on a continuous basis and is maintained for three years. ***TBS Registration:*** 000699 ***Bank Number:*** PWC PPU 020

Offers of Space

Description: This bank contains information relating to available accommodation offered to the Department. It may contain names, addresses, rental rates and descriptive property data submitted by potential landlords. ***Class of Individuals:*** Landlords wishing to offer properties or accommodation to Public Works Canada. ***Purpose:*** The purpose of this bank is to establish an inventory of space available to PWC. The information is used to assist in the selection of leased accommodation for the federal government. ***Retention and Disposal Standards:*** Information is retained for two years. ***TBS Registration:*** 000697 ***Bank Number:*** PWC PPU 010

Register of Land Surveyors

Description: This bank contains information relating to qualified land surveyors who worked for or have indicated a desire to perform work for the Department of Public Works. This bank contains names, addresses, personal qualifications and records of past performance, if any. ***Class of Individuals:*** Land surveyors. ***Purpose:*** Information is used for the selection of land surveyors for projects administered by the Department. ***Retention and Disposal Standards:*** This bank is updated on a continuous basis with information supplied by land surveying contractors. It is maintained for three years following removal from the register. ***TBS Registration:*** 000700 ***Bank Number:*** PWC PPU 025

Register of Property Appraisers

Description: This bank contains information relating to qualified property appraisers who have worked for or have indicated a desire to work for the Department of Public Works. This bank contains names, addresses, personal qualifications and records of past performance, if any. ***Class of Individuals:*** Property appraisers. ***Purpose:*** Information is used for the selection of property appraisers for projects administered by the Department. ***Retention and Disposal Standards:*** This bank is updated on a continuous basis with information supplied by property appraisal firms, individual appraisers and departmental officials. It is maintained for three years following removal from the register. ***TBS Registration:*** 000701 ***Bank Number:*** PWC PPU 030

Surplus Property Mailing List

Description: This bank contains information related to individuals who have requested that they be contacted when surplus real properties become available for disposal by public tender. This bank contains the name and location of individuals as well as the type of real property (land or buildings, etc.) that they are interested in. ***Class of Individuals:*** Individuals expressing interest in surplus real properties. ***Purpose:*** Information in this bank is used to notify interested parties of disposal intentions of the Department. ***Retention and Disposal Standards:*** Information in this bank is updated on a continuous basis and is maintained for two years following removal from lists. ***TBS Registration:*** 000702 ***Bank Number:*** PWC PPU 035

■ Architectural and Engineering Services

Building Performance

Description: This bank contains information on workers' subjective rating of their office environment. Office environment is the combination of physical and organizational factors that affect workers. Examples include: temperature, lighting, sound, air quality (composition, distribution), spatial layout, and work flow. The information consists of individual ratings of environmental features and work-related experiences, coded to quantitative descriptions of the physical setting. A sample file would include workers' rating of lighting, the type of lights, performance of the lights, and the visual requirements of the workers' tasks. ***Class of Individuals:*** Government employees, office workers and tenants in PWC-controlled accommodation. ***Purpose:*** The purpose of this information is to establish a relationship between measured performance of building aspects and workers' perceptions of those aspects. This information will be used to guide construction to correct building deficiencies and new performance specifications for office accommodation. ***Retention and Disposal Standards:*** This bank is updated on a continuing basis with information from new surveys. It is maintained indefinitely. Names and ID numbers are removed after floor location has been coded. Selected data will be stored for archival reference. ***TBS Registration:*** 002124 ***Bank Number:*** PWC PPU 045

Consultants Inventory

Description: This bank contains information relating to firms and individuals specializing in architectural, engineering and related disciplines associated with departmental activities whose services have been, are or may be commissioned by the Department. This bank contains names, addresses, personal qualifications, a record of previous commissions and experience, along with performance appraisals. ***Class of Individuals:*** Professional and paraprofessional consultants. ***Purpose:*** This information is used to select consultants for projects administered by the Department. ***Retention and Disposal Standards:*** Information is updated continuously and is maintained for two years after removal from the inventory. ***TBS Registration:*** 000703 ***Bank Number:*** PWC PPU 040

■ Emergency Preparedness

Emergency Response

Description: This bank contains information including the name, home address, home telephone number, security clearance, special skills and qualifications of departmental employees, or persons associated with departmental activities, whose duties require them to respond to emergencies involving the Department. ***Class of Individuals:*** Government employees and other individuals, including employees of provincial and municipal governments and private contractors who might be called upon to respond to emergencies involving the Department. ***Purpose:*** Information is used to contact designated personnel in the event of emergencies occurring outside normal working hours in order to coordinate departmental response and provide information to senior management. It is also used to identify employees or private contractors who possess special skills and qualifications applicable to specific emergency situations. Information concerning provincial government employees is used to establish liaison in situations requiring federal-provincial coordination. Security clearance data is needed to ensure that classified information is passed only to authorized persons. ***Consistent Uses:*** Data will be used within PWC. Data concerning specifically designated PWC personnel will be provided to Emergency Preparedness Canada, other federal departments and provincial governments. ***Retention and Disposal Standards:*** Data are updated on a continual basis. Data are not retained on individuals who cease to have designated emergency response functions. ***TBS Registration:*** 002123 ***Bank Number:*** PWC PPU 065

National Directory of Community Shelter Planners

Description: This bank contains a record of qualified community shelter planners, including the name, address and place of representation for each qualified person. ***Class of Individuals:*** Community shelter planners. ***Purpose:*** Information in this bank is used for the selection and recommendation of qualified community shelter planners for the National Shelter Program. ***Consistent Uses:*** Information in this bank is shared with anyone who wishes to access it. ***Retention and Disposal Standards:*** Information is maintained for two years following removal from the register. ***TBS Registration:*** 000707 ***Bank Number:*** PWC PPU 060

Register of Shielding Analysts

Description: This bank contains a record of qualified shielding analysts, including their name, address, registration number and place of representation. ***Class of Individuals:*** Shielding analysts. ***Purpose:*** Information in this bank is used for the selection and/or recommendation of qualified shielding analysts for the design of nuclear fallout protection. ***Consistent Uses:*** Information in this bank is shared with anyone who wishes to access it. ***Retention and Disposal Standards:*** Information is maintained two years following removal from register. ***TBS Registration:*** 000706 ***Bank Number:*** PWC PPU 055

■ Corporate Management

Access Request Data Bank

Description: This bank contains access requests submitted to the Department under the Access to Information Act and the Privacy Act. It also contains replies to such requests and information related to their processing. ***Class of Individuals:*** Applicants under the Access to Information Act and the Privacy Act. ***Purpose:*** This information is used for the administration of the above Acts. It is used for processing access requests only, and to report on the number of access requests received annually. ***Retention and Disposal Standards:*** Files are maintained for two years following the last administrative action. ***TBS Registration:*** 000712 ***Bank Number:*** PWC PPU 085

Applications for Employment

Description: This bank contains applications from the general public for employment with the Department. It contains curricula vitae of these individuals as well as requests for transfer from employees of other departments within the federal government. It is used to store papers and documents received from these applicants if this material has not been forwarded to the appropriate Canada Manpower Centre of Public Service Commission office for their action. Information in this bank is held at Headquarters and in regional offices. ***Class of Individuals:*** Individuals seeking employment. ***Purpose:*** Applications for employment are received from the general public and may be used in the selection of staff. ***Retention and Disposal Standards:*** Applications are maintained for two years (under review by the National Archives of Canada). ***TBS Registration:*** 000711 ***Bank Number:*** PWC PPU 080

Contractors and Consultants Personnel Clearance Records

Description: This bank contains information collected pursuant to Treasury Board Circular 1986-26 for persons employed as contractors or consultants to the Department. It may also contain information about companies which express interest in contracts involving classified or protected information or assets. ***Class of Individuals:*** Contractors and consultants and/or their employees proposing to do or doing business with the Department. ***Purpose:*** This bank is used to record security clearance and reliability check information. ***Consistent Uses:*** This information may be shared with CSIS and the RCMP. ***Retention and Disposal Standards:*** Files are maintained for two years after requirement for clearance ceases to exist. ***TBS Registration:*** 001835 ***Bank Number:*** PWC PPU 090

Personal Information Disclosed to Federal Investigative Bodies

Description: This bank has been established to retain copies of requests for personal information received from authorized federal investigative bodies pursuant to paragraph 8(2)(e) of the Privacy Act, for the purpose of enforcing a law of Canada or a province, or carrying out a lawful investigation. ***Class of Individuals:*** Individuals about whom requests for personal information have been received from federal investigative bodies. ***Purpose:*** The purpose of this bank is to permit the Privacy Commissioner to review disclosures made under paragraph 8(2)(e) of the Privacy Act to federal investigative bodies for the purpose of enforcing a law of Canada or a province, or for carrying out a lawful investigation. ***Retention and Disposal Standards:*** Records are retained for a period of two years after last action. ***TBS Registration:*** 002192 ***Bank Number:*** PWC PPU 095

Personal Service Contracts

Description: This bank contains information relating to individuals under contract with the Department. It contains the contract, invoices, and payment records for these contractors. Information in this bank is held at Headquarters and in regional offices. ***Class of Individuals:*** Individuals having contracts with the Department. ***Purpose:*** Information in this bank is used to record and control payments to contracted individuals or firms. ***Consistent Uses:*** Financial data is transmitted to Supply and Services Canada. ***Retention and Disposal Standards:*** Information is maintained for six years. ***TBS Registration:*** 000710 ***Bank Number:*** PWC PPU 075

Register of Suppliers

Description: This bank contains information on suppliers of materials and equipment. It contains names, addresses, commodities available from the supplier and details of previous departmental purchases, if any. Information in this bank is held at Headquarters and in regional offices. ***Class of Individuals:*** Suppliers of materials and equipment. ***Purpose:*** This bank is used to assist in the selection of suppliers. ***Retention and Disposal Standards:*** Information is maintained for two years. ***TBS Registration:*** 000709 ***Bank Number:*** PWC PPU 070

Site Access Security Clearance Records

Description: This bank contains information collected pursuant to the government security policy as it pertains to persons requiring access to sensitive government facilities or sites. It may also contain information on contractors, companies and individuals expressing interest in contracts involving access to such sites. ***Class of Individuals:*** Contractors and consultants and/or their employees and other individuals requiring access to sensitive government facilities or sites. ***Purpose:*** To record security clearance and reliability check information. ***Consistent Uses:*** This information may be shared with CSIS, the RCMP, and the security offices of other government departments and agencies. ***Retention and Disposal Standards:*** Two years after requirement for clearance ceases to exist. ***TBS Registration:*** 002906 ***Bank Number:*** PWC PPU 100

Classes of Personal Information

Project Records

In carrying out its mandate, the Department generates and receives a large volume of information and correspondence related to work projects. These projects include property acquisition, disposal, expropriation and management; building, highway and marine construction, repair and demolition; dredging services and fleet management; and the provision of associated research, development and consulting services.

Included in this material are often found the personal views and opinions of individuals; evaluations of contractors' and consultants' performance; financial information relating to the management of projects; and any other correspondence associated with specific projects. The retention periods associated with this class of personal information are controlled by the records schedules of the general subject files in which they are stored.

Project records are organized by location. Consequently, access to personal information in project records requires the individual to provide the location of a specific project as well as the nature of the project.

General Operational Records

The Department maintains, in addition to specific project records, general files associated with its operational activities. Occasionally, personal opinions expressed by individuals are maintained on these general records. Access to these records requires the requester to identify, in sufficient detail, the subject of the information to which he/she wishes access.

Manuals

- Administration
- Affirmative Action and Official Languages
- Corporate Communications
- Contract Policy and Administration
- Departmental Index of Authorities
- Departmental Planning and Coordination
- Design and Construction
- E.I.S. – Appointments and Announcements
- E.I.S. – Directives
- Emergency Preparedness
- Environmental Safety
- Financial Management
- Information Management
- Market-Based Charging
- Materiel and Facilities Management
- Organization
- Personnel Management
- Project Delivery System
- Property Administration
- Real Estate Services

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Department and its various programs and functions may be directed to:

Headquarters

Department of Public Works
Corporate Communications
Sir Charles Tupper Building, Room 7D
Riverside Drive
Ottawa, Ontario
K1A 0M2

(613) 736-2018

Pacific Region

Department of Public Works
Corporate Communications Regional Director
1166 Alberni Street
Vancouver, British Columbia
V6E 3W5

(604) 666-8268

Western Region

Department of Public Works
Corporate Communications Regional Director
Room 1000, 9700 Jasper Avenue
Edmonton, Alberta
T5J 4E2

(403) 495-3176

Ontario Region

Department of Public Works
Corporate Communications Regional Director
4900 Yonge Street
Willowdale, Ontario
M2N 6A6

(416) 224-4361

National Capital Region

Department of Public Works
Corporate Communications Regional Director
Place du Portage, Phase IV
140 Promenade du Portage
Hull, Quebec
(Mail: Ottawa, Ontario K1A 0M3)

(819) 775-4724

Quebec Region

Department of Public Works
Corporate Communications Regional Director
200 René-Lévesque Boulevard West
Montreal, Quebec
H2Z 1X4

(514) 283-4537

Atlantic Region

Department of Public Works
Corporate Communications Regional Director
1505 Barrington Street
P.O. Box 2247
Halifax, Nova Scotia
B3J 3C9
(902) 426-8608

Reading Room

In compliance with the Access to Information Act, public reading rooms have been established at Headquarters and at the six regional offices. The addresses are listed above in "Additional Information".

RCMP External Review Committee

Chapter 96

General Information

Background

The RCMP External Review Committee was created on December 18, 1986 as a result of the 1976 Report of the Commission of Inquiry Relating to Public Complaints, Internal Discipline and Grievance Procedure within the Royal Canadian Mounted Police.

Responsibilities

The RCMP External Review Committee is a neutral third party that provides an independent and impartial review of certain types of grievances, and of formal disciplinary, discharge and demotion appeals referred to it from the Royal Canadian Mounted Police. The Committee reports annually to Parliament through the Committee Chairman. The Committee may institute hearings, summon witnesses, administer oaths and receive and accept such evidence or other information as the Committee sees fit. The findings and recommendations of the Chairman or the Committee are sent to the parties and the Commissioner of the Royal Canadian Mounted Police.

Legislation

- RCMP External Review Committee Rules of Practice and Procedure
- Regulations pursuant to the RCMP Act
- Royal Canadian Mounted Police Act

Organization

The RCMP External Review Committee is designated as a department within the meaning and for the purposes of the Financial Administration Act. Treasury Board is its employer.

The Committee is made up of a chairman, a vice-chairman and three other members, all appointed by the Governor in Council. The Chairman is a full-time member, and is the chief executive officer of the Committee. The Chairman has engaged staff to form the Committee Secretariat. The Executive Director is responsible to the Chairman for the administration of two functions: case review and research.

■ Grievances and Appeals

This section of the Committee Secretariat is responsible for the operational review of certain types of grievances, and of formal disciplinary, discharge and demotion appeals referred to the Committee by the Royal Canadian Mounted Police. The review program provides an investigation, analysis and reporting service; an independent and impartial third-party mediation service to those involved in these matters; and associated procedural and logistical services required to support an orderly and effective review process.

■ Research

This section is responsible for conducting independent research in specialized areas to support review operations. This section also plans and conducts research in anticipation of upcoming issue areas and procedural matters affecting the review process.

Information Holdings

Program Records

Boards of Inquiry

Description: Information on the appointment of Committee members as a board of inquiry under section 24.1 of the RCMP Act. *Topics:* Appointment documents; terms of reference; evidence received; information related to hearing and investigations; reports. *Access:* By case file. *Program Record Number:* ERC CVM 040

Communication Plan

Description: Information on the communication plan of the RCMP External Review Committee. *Topics:* Committee brochures; audio-visual presentations; Communiqué; annual reports; logo. *Access:* By subject. *Program Record Number:* ERC EXE 065

Discharge and Demotion Files

Description: Information relating to the submission, processing and outcome of discharge and demotion cases referred to the RCMP External Review Committee pursuant to the RCMP Act. *Topics:* Transmission of files by the RCMP; assignment of Committee members; institution of hearings; collection of evidence; and final reports to the Commissioner of the RCMP. *Access:* By case file. *Program Record Number:* ERC DGA 010

Discipline Files

Description: Information relating to the submission, processing and outcome of discipline cases referred to the RCMP External Review Committee pursuant to the RCMP Act. *Topics:* Transmission of files by the RCMP; assignment of Committee members; institution of hearings; collection of evidence; and final reports to the Commissioner of the RCMP. *Access:* By case file. *Program Record Number:* ERC DGA 015

Disclosures

Description: Information on the application to the RCMP External Review Committee of the Access to Information and Privacy legislation. *Topics:* Access to Information Act and Privacy Act and regulations; related policies and procedures; compliance measures of the Committee;

statistical and activity reports. *Access:* By subject. *Program Record Number:* ERC EXE 055

Fees and Allowances – Subsection 46 (3) of the RCMP Act

Description: Information on the payment of fees and allowances to witnesses at a hearing of the External Review Committee. *Topics:* Applicable rates of payment; requests for payment made under section 21 of the RCMP External Review Committee Rules of Practice and Procedure; related policies and decisions. *Access:* By case file. *Program Record Number:* ERC EXE 030

Grievance Files

Description: Information relating to the submission, processing and outcome of grievance cases referred to the RCMP External Review Committee pursuant to the RCMP Act. *Topics:* Transmission of files by the RCMP; assignment of Committee members; institution of hearings; collection of evidence; and final reports to the Commissioner of the RCMP. *Access:* By case file. *Program Record Number:* ERC DGA 005

Interested Persons Applications

Description: Information on applications to be considered an interested person pursuant to subsection 35(5) of the RCMP Act and section 5 of the RCMP External Review Committee Rules of Practice and Procedure. *Topics:* Application forms; legislation; policies and procedures. *Access:* By case file. *Program Record Number:* ERC DGA 045

Mediation

Description: Information on the use of mediators to attempt to resolve disputes between the RCMP and its members in matters over which the External Review Committee has jurisdiction. *Topics:* Requests for and appointment of mediators; terms of reference; mediation reports. *Access:* By case file. *Program Record Number:* ERC DGA 035

Questions of Law or Jurisdiction

Description: Legal opinions and research, and related correspondence, in relation to matters within the mandate of the Committee. *Topics:* Law related to operational case files, administrative matters or research. *Access:* By subject. *Program Record Number:* ERC DGA 020

Research Program

Description: Information on the research program of the RCMP External Review Committee. *Topics:* Research plan; correspondence relating to research; research reports. *Access:* By subject or, if case-related, by case file. *Program Record Number:* ERC RES 050

Security

Description: Information on the application to the RCMP External Review Committee of the Security Policy of the Government of Canada. *Topics:* Security Policy of the Government of Canada; related correspondence, policies and procedures; compliance measures of the Committee. *Access:* By subject. *Program Record Number:* ERC EXE 060

Travel and Living Expenses – Subsection 35 (12) of the RCMP Act

Description: Information on the payment of travel and living expenses to members of the RCMP, their counsel or representatives pursuant to subsection 35(12) of the RCMP Act. *Topics:* Submissions for payment under section 20 of the RCMP External Review Committee Rules of Practice and Procedure; related policies and decisions. *Access:* By case file. *Program Record Number:* ERC EXE 025

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information on the RCMP External Review Committee may be directed to:

Executive Director
RCMP External Review Committee
P.O. Box 1159, Station B
Ottawa, Ontario
K1P 5R2
(613) 990-1860

Reading Room

In accordance with the Access to Information Act, members of the public may examine the basic and subsidiary manuals governing the administration and operation of the RCMP External Review Committee at:

Ministry of the Solicitor General
340 Laurier Avenue West
Ottawa, Ontario
(hours 8:00 to 15:00)

RCMP Public Complaints Commission

Chapter 97

General Information

Background

The Royal Canadian Mounted Police Public Complaints Commission was established by Parliament in March 1986, as a result of recommendations arising from the 1976 Marin Commission of Inquiry Relating to Public Complaints, Internal Discipline and Grievance Procedure within the Royal Canadian Mounted Police, and the 1981 McDonald Commission of Inquiry Concerning Certain Activities of the Royal Canadian Mounted Police. Part VII of the Royal Canadian Mounted Police Act, which made the Commission operational, came into force on September 30, 1988.

Responsibilities

The Royal Canadian Mounted Police Public Complaints Commission is an independent administrative tribunal empowered to conduct external and independent reviews of public complaints concerning the conduct of members of the RCMP in the course of their duty. The Chairman of the Commission reviews the disposal of the complaint by the RCMP and may conduct investigations and institute public hearings of the Commission. The Chairman may, as well, initiate a complaint personally if there are reasonable grounds for investigation. If the Chairman considers it advisable in the public interest, the Chairman may conduct an investigation of any complaint or institute a hearing regardless of whether the complaint has been investigated or otherwise dealt with by the RCMP. The findings and recommendations of the Chairman are sent to the Commissioner of the RCMP and the Solicitor General of Canada. The Chairman reports annually to Parliament through the Solicitor General of Canada.

Legislation

- Royal Canadian Mounted Police Act, Parts VI and VII

Organization

The Commission is made up of a Chairman, a Vice-Chairman and 13 part-time members and their alternates, all appointed by the Governor in Council. The Chairman is the Chief Executive Officer of the Commission and has supervision over and direction of the work of the Commission staff. The senior staff of the Commission consists of an Executive Director, a General Counsel, a Director of Complaints – East, and a Director of Complaints – West, Complaints Officers, a Senior Advisor – Communications, a Senior Advisor – Policy, Planning and Research, Regional Directors and an Office Manager.

Information Holdings

Program Records

Complaints

Description: Information on each complaint submitted by a member of the public to the RCMP Public Complaints Commission is placed in a separate file. Such file contains all correspondence, records of interviews, investigations hearings, findings, recommendations and reports concerning the complaint held by and under the control of the Commission. ***Program Record Number:*** PCC EXE 010

Information Access Policy/Disclosures

Description: Information on policy and procedures which govern the collection, retention, disposal, disclosure and formal public access to both personal and non-personal information under the RCMP Public Complaints Commission control as it relates to the Access to Information Act and the Privacy Act. ***Program Record Number:*** PCC AIP 030

Legal Matters

Description: Information on the RCMP Public Complaints Commission's jurisdiction, administration of legal matters, legal opinions and decisions, practice and procedure. *Topics:* Policy; general correspondence; cases; retrospectivity and the RCMP Public Complaints Commission; jurisdiction issues; practice and procedure; application of Part VII of Bill C-65 to off-duty members of the RCMP and the RCMP itself; opinions rendered by legal advisors on Administrative Law and Charter Issues; aboriginal people; minority groups. ***Program Record Number:*** PCC LEG 025

Organization and Functions

Description: Information on the RCMP Public Complaints Commission's organization, correspondence, activities and reports. *Topics:* General correspondence; appointments; communications plan; organization; complaint procedure; meetings; annual report; rule of conduct; operational framework plan. ***Program Record Number:*** PCC EXE 005

Royal Canadian Mounted Police

Description: Information on RCMP organization, strength, policies, regulations, statistics on complaints and reports. *Topics:* General correspondence; RCMP organization and strength; RCMP statistics – complaints against the Force and its members; RCMP operational statistics reporting system (Mayor's Report); RCMP recruiting of minorities; RCMP bulletin public complaints policy; administration and operational manuals; regulations; Commissioner's forecast; provincial and municipal policing contracts; Canadian Program of Science and Technology in Support of Law Enforcement; 1987-88 Annual Report. ***Program Record Number:*** PCC EXE 015

Security

Description: Information on security regulations for the handling of documents, the administration of the personnel security program involving clearance, physical security of buildings, installations and facilities. ***Topics:*** General correspondence; physical security; security policy; classification of information. ***Program Record Number:*** PCC EXE 020

Staffing

Description: Records on employment and staffing in general, applications, casual and term employees, competitions and programs, recruitment, requests for staffing action, and summer employment for students. ***Program Record Number:*** PCC EXE 040

Personal Information Banks

Complaints by the Public Against the RCMP Under the Royal Canadian Mounted Police Act, Part VII

Description: This bank contains the files of complaints lodged with the Royal Canadian Mounted Police Public Complaints Commission pursuant to paragraph 45.35(1)(a) of Part VII of the Royal Canadian Mounted Police Act. These complaints date from 1 October 1988 and deal with the conduct of members of the RCMP in the performance of their duties. The files contain statements from individuals, correspondence with and reports about complainants, respondents and witnesses dealing with the complaint and other facts relevant to the investigation. ***Class of Individuals:*** Complainants, members of the RCMP, witnesses and other parties to the complaint. ***Purpose:*** The purpose of this bank is to record, inquire into and follow up on complaints regarding the conduct of members of the RCMP. ***Consistent Uses:*** The information is used by the Commission to fulfil its mandate under the Royal Canadian Mounted Police, as well as for research, planning, evaluation and statistical purposes. ***Retention and Disposal Standards:*** Documents provided by a person at a hearing pursuant to the Royal Canadian Mounted Police Act are returned to that person after the hearing upon request. All other records are retained for two years after the Chairman's final decision, and are then destroyed. ***TBS Registration:*** 002640 ***Bank Number:*** PCC PPU 005

Requests for Access to Records under the Privacy Act

Description: This bank contains formal requests sent by individuals seeking access to information relating to those individuals pursuant to the Privacy Act, replies to such requests and information related to their processing. ***Class of Individuals:*** Applicants under the Privacy Act. ***Purpose:*** This material is collected and used for processing privacy requests only, and for use in the preparation of the annual report to the Treasury Board Secretariat. ***Retention and Disposal Standards:*** These records are retained for two years and are then destroyed. ***TBS Registration:*** 002642 ***Bank Number:*** PCC PPU 015

Requests for Access to Records Under the Access to Information Act

Description: This bank contains both formal and informal requests sent by individuals seeking access to information pursuant to the Access to Information Act, replies to such requests and information related to their processing. ***Class of Individuals:*** Applicants under the Access to Information Act. ***Purpose:*** This material is collected and used for processing access requests only, and for use in the preparation of the annual report to the Treasury Board Secretariat. ***Retention and Disposal Standards:*** These records are retained for two years and are then destroyed. ***TBS Registration:*** 002643 ***Bank Number:*** PCC PPU 020

Staffing

Description: This bank contains information on individuals who have submitted a written application for employment to the Royal Canadian Mounted Police Public Complaints Commission. The files contain a variety of information that might include completed application forms, resumés, letters of reference and letters acknowledging receipt of the applications. ***Class of Individuals:*** Individuals interested in securing employment with the Commission. ***Purpose:*** These records are consulted when employment vacancies arise. ***Retention and Disposal Standards:*** These records are kept for two years after the eligible list for a staffing action expires. ***TBS Registration:*** 002641 ***Bank Number:*** PCC PPU 010

Manuals

- RCMP Public Complaints Commission Complaints Processing Procedures Manual
- RCMP Public Complaints Commission Rules of Practice and Procedures for Hearings

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information on the RCMP Public Complaints Commission may be directed to:

Executive Director
RCMP Public Complaints Commission
P.O. Box 3423, Station D
Ottawa, Ontario
K1P 6L4

Reading Room

In accordance with the Access to Information Act, an office has been designated as a public reading room. This room is situated at:

3rd Floor, 60 Queen Street,
Ottawa, Ontario.

Revenue Canada Customs and Excise

Chapter 98

General Information

Background

The Department of National Revenue was established under the provisions of the Department of National Revenue Act, R.S.C. 1985, chapter N-16. The Department consists of two components: Taxation, and Customs and Excise. Each component is headed by a deputy minister and operates administratively as an independent department.

The primary objective of the Customs and Excise component is to assess, collect and control duties and taxes on imported and domestically-produced goods. Unless otherwise specified, all information banks listed for the Department are used for these derivative purposes only.

Responsibilities

The Customs and Excise division of the Department of National Revenue collects revenue on both imported and domestic goods and controls the movement of international travellers and product shipments of every description. Customs is concerned primarily with the control of people and goods across Canada's international boundaries, which comprise not only our frontier with the United States, but also international airports and other locations in Canada where Customs service is provided. The other main function of Customs is collecting revenue, mainly import duties and taxes, through the administration of the Customs Act, Customs Tariff, Special Import Measures Act and some 60 other Acts of Parliament that touch on matters as varied as illicit narcotics and firearms, animal diseases and fisheries protection.

Excise administers the Excise Act, the Excise Tax Act and the Softwood Lumber Products Export Charge Act. It is primarily concerned with the licensing of manufacturers and wholesalers; the collection of sales and excise taxes on domestic and imported goods; the regulatory control of breweries and distilleries; and the collection of excise duties on spirits, beer and tobacco.

The Customs and Excise Offshore Application Act extends Customs and Excise jurisdiction beyond 12 nautical miles to the outer edge of the continental shelf or to 200 nautical miles, whichever is greater. Its impact is limited to the offshore, non-living, natural resource industries. All equipment, ships, drilling vessels, etc. operating in the defined area are subject to Canadian customs and excise laws and regulations. Canadian manufacturers and suppliers to the offshore drilling rigs and related industries have the same tariff and other protection as exists on the mainland.

Legislation

- Customs Act
- Customs and Excise Offshore Application Act
- Customs Tariff
- Excise Act
- Excise Tax Act
- Softwood Lumber Products Export Charge Act
- Special Import Measures Act

Organization

Excise

■ Excise Branch

The Excise Branch administers the Excise Act, the Excise Tax Act and the Softwood Lumber Products Export Charge Act. The Branch is comprised of Headquarters and nine regional offices.

■ Excise Headquarters

Excise Headquarters researches, develops and evaluates legislative proposals, regulations and remission orders relating to the Excise Act, the Excise Tax Act and the Softwood Lumber Products Export Charge Act, and coordinates Excise litigation efforts as well as researching, analyzing and developing plans and programs for the Excise Branch.

Headquarters also provides technical coordination and monitoring for quality control of all operational aspects of the Excise program. It is responsible for the licensing of firms under the Excise Tax Act, the Excise Act and the Softwood Lumber Products Export Charge Act, for determining the classification and value of goods to establish tax liability and for ensuring national uniformity in the interpretation of these Acts. Headquarters also provides operational policies, procedures and direction to the field staff who collect taxes and duties, approve claims for refunds, audit taxpayers' records and control the production of goods subject to excise duty. A Special Bureau in headquarters coordinates the investigation and prosecution of taxpayers who have deliberately failed to comply with the law. An Excise Gasoline Tax Refunds and Rebates Unit provides functional direction to field staff and processes applications for the excise gasoline tax refund and the fuel tax rebate. Headquarters also administers the Excise Branch national technical information program and maintains operational automated systems and the Branch performance measurement system.

A separate Appeals Directorate is accountable for the evaluation of Notices of Objection and the issuance of decisions under formally delegated authority of the Minister of National Revenue. These objections and decisions are related solely to the Excise Tax Act or the Softwood Lumber Products Export Charge Act.

Excise Regional Offices

The nine regional Excise offices perform the day-to-day administration of the Excise Tax Act, the Excise Act and the Softwood Lumber Products Export Charge Act. Each regional office contains tax interpretations, audit, duty, revenue accounting and collections units. These units perform licensee identifications and investigations, provide interpretation of the law, audit taxpayers' records, approve claims for refunds, collect and account for sales and excise taxes and excise duty, and supervise and control the production of beer, spirits and tobacco products.

Customs

Customs is made up of the Customs Operations Branch and the Customs Programs Branch. Program Management and Support, and Program Development and Systems Maintenance are shared by these branches. Program Management and Support is responsible for management direction, planning, coordination and central administrative services for both branches. Program Development and Systems Maintenance is responsible for minimizing and resolving difficulties respecting equitable and responsive administration of Customs legislation and the legislation of other government institutions.

Customs Operations Branch

The Customs Operations Branch is responsible for developing and operating the systems and procedures relating to the assessment and collection of import duties and taxes, and the examination and release of goods, persons and vehicles entering Canada. It is also responsible for interpreting and administering all relevant legislative and administrative requirements related to the international movement of people, goods and conveyances at the point and time of entry or exit, including the application of relevant provisions of statutes and regulations on behalf of other departments and agencies. The Branch is composed of four directorates, together with ten Customs Regions, which implement the various programs.

Travellers Directorate: Responsible for the development of legislation, policies and systems for the Customs control, examination and clearance of all travellers and their accompanying baggage entering Canada, and conveyances carrying such travellers to ensure appropriate and effective application, compliance and enforcement of the Customs Act, Customs Tariff, Immigration Act and other legislation governing the admissibility of persons and goods.

Enforcement Directorate: Responsible for the delivery of a balanced and integrated enforcement program on a nation-wide basis, including the development and the implementation of Departmental policies, systems and procedures relative to the enforcement component of the Customs program. It defines and monitors Customs enforcement principles and strategies which underlay the development of programs and systems. Provides functional direction, central services and co-ordination for all enforcement activities in the Regions. Plans, co-ordinates and develops national enforcement programs of major signifiance which impact on all regional operations, and oversees the effectiveness of such programs. The Directorate is also responsible for managing the international liaison program of the Department as it relates to enforcement.

Management Services Directorate: Accountable for development of legislation, policy, programs, processes, guidelines and procedures for a variety of operational areas within the Branch including; facilities; cost recovery; human resource development; health and safety; union/management relations; and, native affairs; and, for the developement of branch plans in support of the strategic priorities of the department including: resource allocation; information management; efficiency and effectiveness measurement; development of standard operating procedures and engineered time standards for all program areas.

Commercial Operations Directorate: Accountable for the development of legislation, policy, programs, processes, guidelines and procedures which govern and support the administration and control of all Customs commercial operational activities across Canada. It is responsible for the design, development, testing and implementation of major Customs automated and non-automated systems; for the development of an integrated overall Customs system development plan; for the development of an overall automation strategy for the future development of Customs-related systems; for the effectiveness of such policy, systems and legislative change; for the effective evaluation of policy and systems; for the continued operational integrity of all existing Customs automated systems; for the licensing of Customs brokers, duty free shops, carriers and sufferance warehouses; and for the provision of interpretation and guidance services to the field and the private sector respecting the above legislation, policies, programs, processes, systems and procedures and the monitoring of their execution.

Customs Regions: The ten Customs Regions implement the various programs developed to control the international movement of people, goods and conveyances. They also provide a direct and convenient local contact for the public and business communities in providing the full range of customs services. Regional offices are located in Halifax, Quebec City, Montreal, Ottawa, Toronto, Hamilton, Windsor, Winnipeg, Calgary and Vancouver.

Customs Programs Branch

Customs Programs is responsible for interpreting the customs laws, particularly for the classification of goods for tariff purposes and the determination of value for duty. Major responsibilities include investigating allegations of dumping, subsidization and undervaluation of imports, processing appeals made to the Deputy Minister, adjudicating seizures and providing advice to the public in response to enquiries. It is divided into five divisions.

Tariff Programs Division: Responsible for the development of national policies, systems and procedures concerning tariff classification, tariff status, origin determination and duties relief. This includes administrative policy, systems and procedures on the tariff itself, individual tariff items (except returning Canadians and settlers), the Made-in-Canada system, the Canada-U.S. Free Trade

Agreement, the end-use system, prohibited importations (except firearms), the refunds system, drawbacks and remissions. Legislation administered includes the Customs Tariff (except the provision for subsidized goods and surtax) and the schedules thereto, the appeal provisions of the Customs Act, other provisions of the Customs Act relating to drawbacks and measures associated with the relief from duties found in Part II of the Customs Tariff, including customs duties reductions, home consumption drawbacks, machinery and equipment, inward processing, goods imported and subsequently exported, Canadian goods abroad, and obsolete or surplus goods. The Division is also responsible for administrative policy, systems and procedures in respect of the appeal provisions in the Customs Act and for the processing and settlement of appeals in respect to tariff classification, tariff status, origin and tariff relief matters. It is divided into six directorates: Tariff Policy and Nomenclature Development, Machinery and Primary Industries; Foodstuffs; Electrical, Transportation and Specialty Products; Prohibited Importations, Duties Relief Programs and Origin Determination as well as an Administrative Services Unit.

Assessment Programs Division: Responsible for the administration of the Department's anti-dumping, countervail and surtax programs This concurrent administration largely involves the conduct of investigations relating to imported goods, the assessment of applicable duties and the processing of statutory appeals from decisions relating to such duties. The Division is comprised of two major functional areas: Analysis, Investigations, Enforcement and Appeals, and Policy and Administration. It is divided into four directorates: Textiles and Consumer Products; Primary Industries; Machinery, Transportation and Electrical Products; and Policy and Administration.

Valuation Division: Responsible for the administration and is the functional authority of the valuation provisions of the Customs Act. The Division reviews the value for duty of imported goods, ensures that duties are assessed, and processes statutory appeals of departmental decisions on the value for duty. The Division provides functional guidance and support to regional customs offices in the performance of their operational valuation work. The Division is comprised of four areas: two Review Groups, a Policy Group and an Audit Group.

Adjudications Division: Responsible for ensuring that the forfeiture provision of the Customs Act are applied in a uniform and equitable manner across Canada; that the public is afforded a high degree of protection from unnecessary seizure action; that a claimant is given the opportunity to make representations pursuant to section 130 of the Customs Act and that decisions rendered under section 131 of the Customs Act are in accordance with law, equity and jurisprudence and are defensible before the Federal Court.

Legislative Affairs Division: Responsible for the development and maintenance of customs legislation and related regulations as well as for reviewing and analyzing legislation sponsored by other government departments and agencies which relates to Customs regulations and policies. The Division also provides advisory and evaluative services to branch managers concerning the legislative implication of prepared programs and policies. It also coordinates the departmental submissions to the annual Regulatory Plan as part of the Regulatory Process Action Plan.

Management Systems and Service Division: Responsible for branch planning, administrative support and coordination.

Services

■ Corporate Management Branch

The Assistant Deputy Minister, Corporate Management Branch, is the departmental comptroller for Customs and Excise. The integration of operational planning and control with financial planning and control provides a single focus and authority for the management control and management support processes. It also provides a single point of direction and authority for the establishment of corporate plans, and a focal point for the determination of priorities and resource allocations. It is responsible for the executive direction in the following areas: financial administration, planning, performance measurement, information management, performance/operation analysis, contracting, assets management, laboratory and scientific research and analysis, and all aspects of general administration.

Corporate Planning Directorate: Has full responsibility for the coordination and development of the departmental strategic, operational and budget year plans as well as for the development and implementation of related policies, systems and guidelines. It is responsible for the provision of functional direction to other organizational units of the Department in the production of their input to corporate plans. It is responsible for monitoring performance against plans and for reporting performance results to management. It is also responsible for implementing Increased Ministerial Authorities and Accountabilities, for improving management practices, for developing the Department's environmental overview, and for providing administrative and analytical support to the senior management and the Resource Management Committee.

Finance Directorate: Responsible for directing the operation and control of budgeting, accounting and financial operations, for monitoring the effectiveness of financial operations and for reporting in public accounts. It is responsible for developing and implementing departmental financial policies, systems, procedures and guidelines concerning revenues, expenditures, accounts receivable and deletion of debts. It is also responsible for ensuring that financial controls are inherent in operational systems. Financial policies and procedures are published and maintained in the Departmental Financial Management Manual.

Laboratory and Scientific Services Directorate: Responsible for the provision, on a Department-wide basis, of analytical and scientific advisory services with respect to imported industrial products, domestic goods subject to excise duties, and technical terminology of legislation and international trade nomenclature systems. It is also responsible for research and development into new scientific equipment, methodology and contraband detection systems; and functional direction, advice and support services in the acquisition of laboratory and scientific services.

Office and Information Services: Responsible for planning, managing and controlling various administrative programs. They include the departmental recorded information program; physical, personnel and EDP security; emergency planning, co-ordination; publishing services including forms management; library services and logistics (such as distribution and warehousing, procurement of consumables – forms, publications, office supplies, uniforms).

Capital Assets Programs Directorate: Responsible for the integrated management of the Department's total Capital Assets base, including real property, furniture and furnishings, equipment and machinery, motor vehicles, EDP equipment, radio, and laboratory and scientific equipment. It is also responsible for providing a functional control over, and engineering support to, all departmental radio communications and voice telecommunication systems, and for the procurement of goods and services.

■ Human Resources Branch

Assistant Deputy Minister: Provides Human Resource Management support to Customs and Excise Branch managers. Manages the Human Resources Branch in the delivery of its programs and related services.

Human Resources Services: Develops and delivers corporate human resources programs and services in the fields of classification, staffing, official languages and employee recognition and rewards; directs the provision of operational human resources services to all headquarters organizational components; provides functional guidance, direction and liaison in these areas to Regional Managers of Human Resources.

Staff Relations and Compensation: Develops and implements departmental staff relations and compensation programs; provides a national level service related to employee-employer relations; provides functional direction and guidance on all staff relations issues.

Training and Development: Develops departmental policies and procedures with respect to training and development; implements national technical and professional development training programs; manages the department's Training and Development Division and the College, located in Rigaud, Quebec.

Workforce Planning and Development: Provides corporate leadership in improving the overall effectiveness, productivity and performance of the department through the identification and implementation of innovative strategic approaches in the management and development of human resources; provides functional direction and guidance to regional Human Resources managers.

Branch Management Services: Directs Branch planning, budgeting and general administration processes, automation initiatives, and the design, development, implementation and evaluation of human resources systems.

GST Human Resources: Interim organization which provides human resources services in support of the GST initiative.

■ Information Technology Branch

Provides all areas of the Department with functional support and advice in the planning, development, maintenance and operations of automated systems. The Branch currently operates a multi-processor, multi-vendor IBM-compatible mainframe Data Centre facility, operating under Facilities Management, linked to some 6000 terminals across Canada. In addition, the Branch develops and administers departmental policies and standards governing the use of some 4300 microcomputers and laptops and 100 Local Area Networks deployed throughout the Department. The Branch serves as the departmental functional authority for the acquisition of all EDP goods and services.

■ Audit and Evaluation Branch

The Branch is responsible for conducting periodic independent and objective audits and evaluations for the Deputy Minister on all aspects of departmental endeavour, and for making recommendations to management on the activities reviewed. Program Evaluation assesses program components to determine the adequacy of their objectives and design, and their results, both intended and unintended. Audit assesses the efficiency, economy and effectiveness of internal management policies, practices and controls.

The Branch has three operational audit divisions executing comprehensive audits and a program evaluation division executing evaluations. In addition, a fifth division is engaged in research and development to improve audit techniques and provide branch administrative services.

■ Communications Branch

The Communications Branch is responsible for the planning and implementation of communications for Customs and Excise/GST. The Branch provides the Department's publics with information in French and English to ensure their ability to voluntarily comply with regulations. In addition, throughout the development and implementation of policies, programs and projects, it maintains an active communications consultative process with client branches, other government departments and various publics. Communications specialists provide consulting services in support of departmental activities in the areas of policy development media relations, publishing, audio-visuals, exhibits, speechwriting and advertising. The Branch publishes information brochures such as "I Declare", several traveller series pamphlets, and a variety of specialty topic brochures. It also publishes the Department's internal newsletter "Contact".

■ Departmental and International Affairs

The Departmental and International Affairs Division operates in direct support of the Minister and the Deputy Minister. It uses its coordinating abilities to help provide more efficient management of the Department's internal and international affairs and to facilitate communications with the public, members of Parliament, parliamentary committees and other government agencies.

Some of the major duties of Departmental Affairs include administration of the Access to Information Act and the Privacy Act; the preparation of briefs for the Minister; control, review and analysis of Cabinet documents, Orders-in-Council, and Treasury Board submissions; preparation of replies to parliamentary questions and motions; control and monitoring of ministerial and deputy-ministerial correspondence; and assurance of an accurate flow of timely information to the Minister on public issues.

International Affairs acts as liaison between the Department and international organizations specializing in comparative studies of administrative and technical questions related to Customs; coordinates the Department's participation in the international organizations; ensures a coordinated approach to international matters relating to such areas as GATT and the Customs Co-operation Council (for which Canada has been elected Vice-Chairman of the Policy Commission) and other international conferences and meetings; develops and implements bilateral and multilateral Customs agreements among the different countries, and administers the Department's visits and external contacts policies.

Information Holdings

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Excise

■ Excise Branch

Audit (Regional)
Description: Information on the audit of taxpayers' books and records, compiling audit reports, implementing departmental operating procedures and policies, and providing audit information in response to taxpayers' requests and needs. *Topics:* Assessments and determinations; purchases; goods jobbed; goods manufactured; sales and marketing practices; audit reports; third-party demands; general correspondence. *Access:* Cases filed by licensee and/or refund applicant's name. *Program Record Number:* RCC EPE 125

Collections (Regional)
Description: Information on the implementation of departmental policies and procedures for collection of duties and taxes, specific taxpayer accounts, statistical information for inclusion in annual reports and refunds of taxes paid. *Topics:* Collections made; internal instructions; debits and credits by taxpayer name statistical files – outstanding arrears; fiscal year reports; summary of trial balances. *Access:* Cases filed by licensee company name. *Program Record Number:* RCC EPE 110

Diplomatic Exemptions
Description: Information on exemptions accorded to foreign diplomats and other representatives in Canada. *Topics:* Diplomats and consular and other representatives, visiting armed forces, International Civil Aviation Organization. *Access:* Filed by country. *Program Record Number:* RCC EPE 101

Duty (Regional)
Description: Information on monitoring and auditing of licensees liable for excise duties under the Excise Act including licensee information, implementation of departmental operating procedures and directives under topics such as breweries, wineries, bonded warehouses, distilleries, and tobacco. *Topics:* Tax rulings; licensing status; statement of production; monthly return of excise duty and monthly return of licensed bonded manufacturers; annual inventory of chemical stills; general correspondence. *Access:* Filed by licensee company name. *Program Record Number:* RCC EPE 115

Enforcement and Investigations – GST
Description: Information on investigations into cases of suspected vendor fraud or evasion as it relates to the Excise Tax Act and the Excise Act and production of information relating to the detection and investigation of actual and potential Excise Act and Excise Tax Act violations. *Topics:* Narrative reports on investigation cases, prosecutions and proceedings and information on past infractions by companies or persons and files on individuals or companies suspected of committing an infraction under these Acts. *Access:* Cases are filed by vendor (alphabetically), case file and enforcement file (numerically). *Program Record Number:* RCC EPE 136

Excise Audit
Description: Information on the auditing of taxpayers' records, including audit reports, audit statistics, audit EDP programs, practices and methods, taxpayer inquiries and departmental operating procedures and policies. *Topics:* Policy directives to the regions; commodity coding; refunds; investigations; audit reports; licensee accounts and disputed assessments; duty audit programs on distilleries, breweries, wineries, bonded warehouses. *Access:* Filed by subject number. *Program Record Number:* RCC EPE 045

Excise Collections and Revenue Accounting
Description: Information on the development of policies and procedures for collection of duties and taxes; taxpayer accounts, accounting procedures, statistical information for inclusion in annual reports, and up-to-date

reports of daily and monthly revenues collected for the branch. *Topics:* Policy and procedures – legal, quality assurance, uncollectables; outstanding arrears, failure to file, gross and net receivables reported on the Analysis of Accounts Receivable form and on the Revenue Statistics and Supplementary Information form; daily revenue collections by revenue code reported monthly by regions on the Domestic Excise Collections form; excise duty report submitted monthly by each region on a monthly Excise Duty form and quarterly reports filed on the Excise Duty Entry form. *Access:* Ledger cards on debit and credits of taxpayer accounts are filed at the appropriate regional office by company. *Program Record Number:* RCC EPE 040

Excise Duty

Description: Information on the monitoring of licensees liable for excise duties under the Excise Act; the application of excise duty on alcohol, tobacco and tobacco products; warehousing of these products; the control of chemical stills; the application of alcoholometry; bonding of manufacturers; licensee information. *Topics:* Excise duty – general; alcohol and by-products; denatured alcohol; alcohol for fuel; beer and breweries; bonds; bonded carriers; distilleries; drawbacks and refunds of excise duty; druggists; exports; licences and permits; manufacturers in-bond; monitoring; samples for analysis; special Excise services charges; statistics; chemical stills; tobacco manufacturing; warehousing; weighing and measuring devices; wine and brandy; and labels for approval. *Access:* Case files for breweries, distilleries and wineries, filed alphabetically by company. *Program Record Number:* RCC EPE 075

Excise Planning

Description: Information on branch workplan development, workforce planning submissions to personnel and other branch planning projects. *Topics:* Multi-year operational plan; branch operational plan; branch program plan (Strategic Planning Submission); branch equal opportunity for women plan; and resource analysis and review. *Program Record Number:* RCC EPE 095

Fair Price and Values Surveys

Description: Information on investigations of individual companies for tax values for fair price purposes, and survey reports on marketing or pricing of various industries. *Topics:* Values for tax; computation of tax; specific company files; specific commodities such as lumber, truck bodies, wines, background information on fair prices. *Access:* Filed by subject number and company name. *Program Record Number:* RCC EPE 015

Field Development

Description: Information on branch training initiatives and programs relative to tax interpretations, for both tax interpretations officers and auditors in the field and at headquarters. *Topics:* Work standards; casework procedures; licence investigation procedures; classification factors. *Access:* Filed by subject. *Program Record Number:* RCC EPE 020

Information Preparation

Description: Information on the taxable status of goods, persons, institutions and others; and general enquiries from the taxpaying public, chartered accountants, associations and individuals. *Topics:* Taxable status of construction materials, equipment for buildings, construction equipment, health goods, processing materials, public hospitals, certified public institutions, municipalities; farm dealership arrangements; farm goods. *Access:* Cases filed by product, province and name. *Program Record Number:* RCC EPE 030

Interpretation Casework

Description: Information and research on complex tax rulings, cases referred by the regional offices and the taxpaying public, and questions resulting from legislative policy changes, such as budget resolutions and Ways and Means motions. *Topics:* General correspondence from taxpayers, Customs brokers, consultants and representative industries on specific tax rulings by commodity subject, e.g., transportation equipment, aircraft, foodstuffs, fuel, electricity. *Access:* Filed by subject number. *Program Record Number:* RCC EPE 005

Investigations – Special Bureau

Description: Information on investigations into cases of taxpayer fraud or evasion. *Topics:* Schedules of audits, narrative reports on investigation cases, prosecutions and proceedings. *Access:* Cases are filed numerically and cross-indexed by name of company. *Program Record Number:* RCC EPE 070

Legislation

Description: Information on aspects of existing or prepared legislation. *Topics:* Research, correspondence and recommendations relating to amendments to the Excise Tax Act, the Excise Act, and the Softwood Lumber Products Export Charge Act. *Access:* Filed by subject. *Program Record Number:* RCC EPE 080

Licensing

Description: Information on taxpayers under the Excise Tax Act and the Excise Act from data received from the Excise regional offices. *Topics:* Licensee accounts from the regions: new accounts, changes, transfers, cancellations, reversals. *Access:* Recoverable directly from the on-line system. *Program Record Number:* RCC EPE 025

Licensing (Regional)

Description: Information on the licensing of taxpayers under the Excise Tax Act and Excise Act. *Topics:* Tombstone data; licence application forms; credits owing; arrears; cancelled accounts; transfers; reversals; uncollectables; account numbers assigned; and information about licensee operations. *Access:* Filed by company on computer tape. *Program Record Number:* RCC EPE 130

National Uniformity

Description: Information on the monitoring and quality control of tax interpretation rulings, import entries and other tax information issued by the field. *Topics:* Ruling

Card Index – developed from worksheets and copies of rulings from field offices. Rulings issued from field offices and monitored by quality control. *Access:* Cards and copies of rulings filed by commodity code. ***Program Record Number:*** RCC EPE 010

Objections to Assessments and Refund Determinations

Description: Formal requests under the Excise Tax Act for reconsideration of assessments and disallowances of refund claims; supporting evidence and rationale for decisions. ***Topics:*** Notices of Objection, with related correspondence; Notices of Assessment and Notices of Determination with supporting papers; reports of Tariff Board and court decisions; research studies; rationale for decisions and Notices of Decision. ***Access:*** Filed by objection number; recorded on computer disc by number and name of company or person. ***Program Record Number:*** RCC EPE 131

Performance Measurement Systems

Description: Information on performance measurement for each region; national reporting. ***Topics:*** Excise Branch report, national summary of Performance Measurement System and general correspondence on Performance Measurement System; assistant deputy minister's briefing book studies. ***Program Record Number:*** RCC EPE 105

Rebate Claims – Fuel Tax Rebate

Description: Information on the processing and tracing of applications and cheques for rebate of the fuel tax on gasoline or diesel fuel: data and statistical collection. ***Topics:*** Reviewing of rebate applications: automated data on claimant history, status of claims and cheque issuance; Fuel Tax System (claimant identification on-line system); Fuel Tax Rejects Automated Control Environment. ***Access:*** The applications are on microfilm while the originals are filed in the National Archives of Canada by locator number; correspondence requesting status or resulting in tracing action is held on claimant's file, filed alphabetically by name. ***Program Record Number:*** RCC EPE 055

Rebate Claims – Goods and Services Tax

Description: Information on the processing and tracing of applications and cheques for rebate of the Goods and Services Tax as well as data and statistical collection. ***Topics:*** Reviews of rebate applications; automated data on claimant history; status of claims and cheque issuance. ***Access:*** Original documents retained – filed in central location – retrieved by locator number. ***Program Record Number:*** RCC EPE 133

Refund Claims – Excise Gasoline Tax

Description: Information on the processing and tracing of applications and cheques for refund of the Excise Tax on gasoline: data and statistical collection. ***Topics:*** Reviewing of refund applications: automated data on claimant history, status of claims and cheque issuance; Gasoline Excise Tax System, (claimant identification on-line system); Gasoline Rejects Automated Control Environment. ***Access:*** The applications are on microfilm while the originals are filed in National Archives of Canada by locator number; correspondence requesting status or resulting in tracing action is held on claimant's file, filed alphabetically by name. ***Program Record Number:*** RCC EPE 050

Registered Vendors' Certificates – Fuel Tax Rebate

Description: Information on the processing and tracing of applications for registered vendors' certificates for the fuel tax rebate program: data and statistical collection. ***Topics:*** Reviewing of rebate applications for registered vendors' certificates: automated data on status of application and certificate number when issued. (Registered Vendor's Certificate claimant identification on-line system). ***Access:*** The applications are on-line while the originals are filed in the National Archives of Canada by locator number; correspondence requesting status or resulting in tracing action is held on claimant's file, filed alphabetically by name. ***Program Record Number:*** RCC EPE 065

Regulations and Remissions

Description: Information on the development and amendment of regulations under the Excise Tax Act, the Excise Act and the Softwood Lumber Products Export Charge Act, and recommendations on requests for remission of sales and excise taxes and excise duty. ***Topics:*** Research, correspondence and recommendations on such regulations and remissions as the Air Transportation Tax Regulations, Construction Materials Sales Tax Regulations, Small Manufacturers or Producers Exemption Regulations, Farmers' Gasoline and Diesel Fuel Remission Order, Spirit Destruction Remission Order, etc. ***Access:*** Filed by subject. ***Program Record Number:*** RCC EPE 085

Returns and Payments of GST

Description: Information on the development and implementation of accounting and revenue control systems related to the Goods and Services Tax. ***Topics:*** Information contained in the general ledger and suspense accounts; information on the processing of GST returns; systems and procedures for calculating and reporting interest; accounts receivable, including payments of tax, penalties, interest and refunds; instalment payments; related computer and manual operations; reports pertaining to the processing of financial transactions; monitoring reports; matters pertaining to various aspects of operations; general computer operations. ***Access:*** Records are filed by subject matter. ***Program Record Number:*** RCC EPE 134

Revenue Accounting (Regional)

Description: Information system pertaining to tax paid and/or outstanding, specific taxpayer accounts, accounting procedures and periods, statistical information for inclusion in monthly, quarterly and annual reports. ***Topics:*** Debits and credits by taxpayer name, tax posted by taxpayer name, federal sales and excise tax returns (completed). ***Access:*** Ledger cards on debits and credits filed by taxpayer name, history of tax returns completed. ***Program Record Number:*** RCC EPE 132

Rulings

Description: Information on the eligibility of companies or commodities for exemption from sales or excise taxes and duties; eligibility for refund in the form of rulings – precedent and policy setting; and Tariff Board decisions under such fields as manufacturers and producers, values for tax, refunds, conditional exemptions, containers and coverings, clothing and footwear, and other general commodity headings. *Topics:* Rulings (Automated Ruling Information System (RISE) and card file); automated index to the Excise Tax Information System (ETIS); background research from regions (work-sheets). *Program Record Number:* RCC EPE 035

Sales Tax Bulk Permits – Fuel Tax Rebate

Description: Information on the processing and tracing of applications for sales tax bulk permits for the fuel tax rebate program: data and statistical collection. *Topics:* Reviewing of permit applications: automated data on status of application and permit number when issued. (Sales tax bulk permit claimant identification on-line system). *Access:* The applications are on microfilm while the originals are filed in the National Archives of Canada by locator number; correspondence requesting status or resulting in tracing action is held on claimant's file, filed alphabetically by name. *Program Record Number:* RCC EPE 060

Tax Interpretations (Regional)

Description: Information on tax rulings issued in response to licensee requests. *Topics:* Taxable status of commodities; tax rulings letters; general correspondence. *Access:* Filed by licensee company name. *Program Record Number:* RCC EPE 120

Tax Strategy – Appeals and Adjudications

Description: Information on the preparation of the departmental position in Canadian International Trade Tribunal appeals and court cases. *Topics:* Correspondence that prompted an appeal; departmental position reports; Tariff Board appeals; CITT appeals; Federal Court cases; and research studies. *Access:* Filed by subject and appeal number. *Program Record Number:* RCC EPE 090

Customs

■ Customs Operations Branch

Audit

Description: Information on audits into possible non-compliance with the Customs Act and regulations or other related laws. *Topics:* Schedule of audits; narrative reports on audit; co-operation and liaison with foreign Customs agencies; tariff; transportation equipment and permits; and statistics. *Access:* Files are filed by mode of transport and alphabetic order and chronologically. *Program Record Number:* RCC CPE 150

Brokers Licensing

Description: Information on the licensing and control of Customs brokers. *Topics:* Qualified person examination; Licensing Advisory Committee; Customs brokers; agents; power of attorney. *Access:* Customs brokers are filed alphabetically by name and location. *Program Record Number:* RCC CPE 340

Carrier Control

Description: Information on the report and control of the use of non-duty-paid instruments of international conveyance entering, exiting and transiting Canada; all modes of transport and transport-related equipment in accordance with Customs and transportation policy. *Topics:* Remission orders for railway rolling stock, vessels, aircraft; policy directives and information of a general or specific nature relating to carriers of all modes; Customs and Excise Offshore Application Act; cargo containers. *Access:* Case files are divided into different carrier modes and are filed alphabetically by company. *Program Record Number:* RCC CPE 260

Collections and Accounts

Description: Information on the collection of paid and outstanding accounts. *Topics:* Accounting; accounts receivable; accounts payable; suspense accounts; outstanding debts. *Access:* Cases are filed by number and cross-indexed alphabetically by name of company or individual. *Program Record Number:* RCC CPE 255

Commercial Enforcement

Description: Information on the development of enforcement policies, techniques and procedures. *Topics:* Import and export enforcement policies and procedures; policies on the utilization of intelligence data in enforcement programs. *Access:* Files are in numerical order. *Program Record Number:* RCC CPE 370

Commercial Verification

Description: Information on policies and procedures respecting the legislation administered by Customs prior to the release of commercial goods to the importer or his agent and similar information on goods exported from Canada. *Topics:* Regulations, operational policies, processes, and procedures, contraventions and sanctions, and verification processes and methodology. *Access:* "D" memoranda and files containing instructions can be accessed alphabetically. *Program Record Number:* RCC CPE 365

Courier Systems and Procedures

Description: Information on the legislation, regulations and policies governing couriers involved in the clearance of low-value shipments through Canada Customs. *Topics:* Courier policy and procedures, remission order, legal opinions, courier agreement, cost recovery, statistics, and correspondence with courier companies and associations. *Access:* Information is filed by subject matter. *Program Record Number:* RCC CPE 305

Customs Commercial System (CCS)

Description: Information on the design, development, testing and implementation of CCS, the major automated system in the Customs commercial stream. Included is information on the following CCS sub-systems: Goods Control (Cargo and Release); Entry Acceptance; Customs Automated Data Exchange (CADEX); Entry Selection; File

Locator; Entry Retrieval; Adjustments; Technical Reference; Facility for Information Retrieval Management (FIRM) and Refund Cheque Issue System (RCIS). *Topics:* Systems descriptions; implementation plans; quality assurance programs; pre- and post-implementation evaluation reports; user manuals and training material. *Access:* Files are indexed numerically and by subject matter. *Program Record Number:* RCC CPE 349

Customs Intelligence Data

Description: Information exchanged with foreign Customs administrations and law enforcement agencies used to produce intelligence relating to the detection and successful interdiction of actual and potential Customs violations. *Topics:* Offence-related data; profiles of individuals, companies, and organizations considered to be high-risk Customs offenders; information on past infractions by companies or persons; suspect files of individuals or companies; commodity data pertaining to goods likely to be smuggled; methods of concealment, modus operandi of the smuggler, routing; demographics of smugglers, etc. *Access:* All data can be retrieved via printouts matching various selected fields or search of file material. Individual names, company names, addresses and telephone numbers can be the subject of search criteria. All fields can be sorted according to the data (i.e. alphabetically or numerically). *Program Record Number:* RCC CPE 155

Duty Free Shops Licensing

Description: Information on the objectives and implementation of the duty free shops program at the land border, and information on airport duty free shops. *Topics:* Criteria and procedures for licensee selection; standards of operations; duty free shops regulations and directives; licensee evaluation and monitoring system report (LEMS). *Access:* Individual land border and airport duty free shops records are filed by site; general information is filed by subject matter. *Program Record Number:* RCC CPE 275

Enforcement Devices and Techniques

Description: Information on the evaluation of current and proposed new techniques and scientific devices to detect non-compliance (by importers and travellers) with the law respecting illegal use of the mails and other means of transportation to import prohibited goods. *Topics:* Scientific devices and technological developments in detection equipment; drug enforcement; contraband detection programs; international enforcement and investigations; intelligence liaison. *Access:* Records are filed by subject matter. *Program Record Number:* RCC CPE 300

Entry and Amendment Systems

Description: Information on Customs entry of commercial goods and related documentation: revenue accounting, invoicing, appeals against assessment and the export of goods from Canada. *Topics:* B3 entry documentation; warehouse entries; sight entries; B2 request for adjustment; amending entries; temporary entries; Canada Customs invoices contained in the "D" memoranda, which can be accessed alphabetically. *Program Record Number:* RCC CPE 330

General

Description: Information on the overall functions of commercial entry systems (e.g., audits, co-operation and liaison, meetings, projects and reports). *Topics:* Commodity coding; contingency plans; Customs Act revisions; co-operation with the Canadian Exporters' Association, Canadian Association of Customs Brokers, Canadian Importers' Association, Canadian Industrial Traffic League, and external agencies in general. *Access:* Information is contained in the "D" memoranda, which can be accessed alphabetically. *Program Record Number:* RCC CPE 345

Mechanized Systems Development

Description: Information on ensuring effective Customs control over the movement and processing of international mail, by means of improved facility designs and both mechanical and non-mechanical systems. *Topics:* Facility improvements; correspondence and drawings; machinery and equipment. *Access:* Records are filed by subject and by Customs office. *Program Record Number:* RCC CPE 310

Port Administration

Description: Information concerning the opening and closing of customs offices, hours of service, types of service offered, customs facilities, the appointment of Acting Customs and Excise Enforcement Officers, Operational Compliance Check System (OCCS), public complaints, Uniform Program and programs related to the collection of outstanding accounts. *Topics:* Port Administration – general; policy development; interbranch and interdepartmental coordination; monitoring; operations and procedures; training; operational complaints. *Access:* Files are arranged by subject matter and by file name of Customs office. *Program Record Number:* RCC CPE 166

Postal Policies, Procedures and Automated Systems

Description: Information on various policies, procedures, operational and proposed non-automated and automated systems respecting the importation of goods through the postal system by commercial and non-commercial importers; also co-operation and liaison with domestic and foreign authorities. *Topics:* Legal interpretations of legislation, regulations and policies; alternative processing methodologies; postal methods of payment for duties and taxes; postal import remissions; postal release procedures; complaints; types and classes of mail; mail movement and control; prohibited goods disposal; co-operation and liaison with domestic and foreign authorities such as the Royal Canadian Mounted Police, Agriculture Canada, Health and Welfare Canada, Canada Post Corporation and Statistics Canada. *Program Record Number:* RCC CPE 295

Regional Customs Operations

Description: Information on the application of the programs, developed by the headquarters directorates, that pertain to the control of the international movement of people, goods and conveyances; the collection of revenue; entry examination and control; detection of smuggling; operation of warehouses; control of the operation of all modes of transport; and the primary inspection of services at all ports and outports. *Topics:* Transportation documents on all modes of bonded carriers – their manifests, special conditions such as diversions, temporary entry, freight forwarding; cargo, carrier and warehouse control; seizure reports; powers of attorney; uncollectables – records of individuals, firms; Carrier Penalty Assessments; temporary entries; ships' registries; investigation case files; detention orders; cultural properties – export permits; and commodity code rulings complaints. *Access:* Bonded carriers are filed by mode of transport and alphabetically by company; warehouses are filed alphabetically by name and location; Customs Brokers are filed alphabetically by name and cross-referenced by an assigned control number. *Program Record Number:* RCC CPE 135

Regional Drawbacks, Refunds and Remissions

Description: Information on remitting or adjusting duties and taxes by means of the drawbacks, refunds, and remissions process, in accordance with the programs developed by the Duties Relief Division; conducting audits used to verify the use of goods, and the volume of goods re-exported in order to establish eligibility for Inward Processing Remissions. *Topics:* Surveys on specific industries pertaining to current manufacturing and marketing practices; background information required by the Interdepartmental Remission Committee; standing remissions orders; policies and directives on drawbacks, refunds, remissions, diversions, temporary entries, Canadian goods abroad, home consumption. *Access:* Claim forms requesting drawbacks, refunds or remissions, filed by claim number at each regional office. *Program Record Number:* RCC CPE 140

Regional Tariff, Value and Origin

Description: Information on the actual application of the various programs under the Tariff Programs and Assessment Programs directorates in areas such as tariff classification, Made-in-Canada status, Origin, value for duty, Special Import Measures provisions, ruling enforcement and import surveillance. *Topics:* Correspondence with importers, exporters, brokers and other clients who are requesting a ruling or final decision regarding the tariff classification or Made-in-Canada status of imported goods, and the value for duty of used goods; the enforcement of valuation rulings or anti-dumping provisions by monitoring all import entries for compliance with existing rulings and to verify the amount of duty and taxes that should have been collected. *Access:* All entries are filed numerically. Correspondence filed by tariff item number, subject and commodity, or subject and name of importer or exporter at each regional office. *Program Record Number:* RCC CPE 145

Resource Analysis, Planning and Administration

Description: Information on the management of field resources, branch planning and administrative functions. *Topics:* Personnel; finance; accommodations; branch planning activities. *Program Record Number:* RCC CPE 160

Systems Monitoring and Data File Management

Description: Information on automated systems testing and maintenance; routine file maintenance and emergency system problems; test facility support and administration; integrated application testing and documentation updating. *Topics:* User manuals; functional specifications; file maintenance; various test packages to assess the different valid and invalid situations in the system's functional specifications; bulletins to system users, system performance monitoring and system hardware acquisition. *Access:* Manuals are filed by sub-system and files are indexed numerically and by subject. *Program Record Number:* RCC CPE 346

Systems Operations – Contracting Out

Description: Information related to the data capture of entry accounting and cargo data by private sector firms using Customs equipment and facilities. *Topics:* Operating procedures manual; DSS contract; various reports, forms and files. *Access:* Manual is filed by name and files are indexed numerically and by subject. *Program Record Number:* RCC CPE 355

Systems Operations – Customs Commercial System (CCS) Security, Postal Import Control (PIC) System Maintenance and Testing and Equipment Acquisition

Description: Information on CCS and FIRM user profiles, the requirements for CCS and FIRM user IDs, the Automated Logon-ID Request Facility (ALIRF), the Postal Import Control (PIC) System, and system hardware acquisition. *Topics:* User manuals, desk instructions, functional specifications, various test packages, bulletins to system(s) users, and hardware acquisition forms. *Access:* Manuals are filed by sub-system and/or system name and files are indexed numerically and by subject. *Program Record Number:* RCC CPE 350

Systems Operations – Management of Information

Description: Information on the management of the information in CCS; system performance monitoring, performance standards and all data contained in the Customs Commercial System. *Topics:* Selectivity Committee; release and entry selection criteria; access to data and document retrieval for import analysis. *Access:* Files are indexed numerically and by subject file. *Program Record Number:* RCC CPE 348

Systems Operations – Systems Management and Enhancements

Description: Information on problems resolution; design and implementation of system enhancements; audits and post-implementation reviews. *Topics:* Systems Change Committee; systems problems; systems enhancements; pre- and post-implementation audit reports and responses; various test packages to assess the different valid and invalid situations in the system functional specifications. *Access:* Files are indexed numerically and by subject matter. *Program Record Number:* RCC CPE 347

Travellers

Description: Information on the administration and application of specific tariff items and remission orders pertaining to travellers entitlements; and on the control and processing of travellers and their baggage entering Canada by all modes of transportation. ***Topics:*** Interpretive guidance on tariff items pertaining to visitors, former residents, settlers and their effects; maintenance of travellers declarations; liaison with other departments; and inspection procedures. ***Access:*** Case files are filed by tariff item number; topic files are arranged by subject matter. ***Program Record Number:*** RCC CPE 280

Warehouse Licensing

Description: Information on the licensing and operation of various types of warehouses and ships' stores. ***Topics:*** Customs sufferance warehouses; bonded warehouses; frontier warehouses; ships' stores. ***Access:*** Individual sufferance warehouses records are filed alphabetically by name and location. ***Program Record Number:*** RCC CPE 270

■ Customs Programs Branch

Anti-dumping Investigations

Description: Information on the analysis of complaints alleging injurious dumping and resultant investigative activity. ***Topics:*** Original complaint; initial evaluation and investigation; detailed investigation; inquiries by importers and exporters; calculations and working papers; submissions to the Canadian International Trade Tribunal. ***Access:*** Files are maintained by commodity. Certain data relating to investigations may be of a proprietary or sensitive nature and cannot be released. ***Program Record Number:*** RCC CPG 210

Appeals

Description: Information on the processing of appeals against anti-dumping and countervailing decisions. ***Topics:*** Appeal documents and working papers relating thereto. ***Access:*** Records are filed by case. ***Program Record Number:*** RCC CPG 225

Central Index

Description: Statistical data on current and past enforcement and appeal activities. ***Topics:*** Appeals and their disposition; enforcement entries, legal opinions. ***Access:*** Statistical information available through the automated system; legal opinions are filed chronologically. ***Program Record Number:*** RCC CPG 235

Countervailing Investigations

Description: Information on the analysis of complaints of the allegedly injurious importations of subsidized goods and the possible requirement for imposition of a countervailing duty. ***Topics:*** Evaluation of complaints; conduct of investigations; calculations and working papers. ***Access:*** Files are maintained by commodity. Certain data relating to countervail investigations may be of a proprietary or sensitive nature and cannot be released. ***Program Record Number:*** RCC CPG 220

Drawbacks and Refunds

Description: Information on the administrative policies for drawbacks of customs duties on exported goods, the refunds of Customs duties under various regulations (excluding appeals) and the remission of Customs duties via drawback for specific commodities. ***Topics:*** Correspondence on drawbacks – claims and claimants; refunds – claims and claimants; exports; obsolete or surplus goods; railway rolling stock; ships' stores; home consumption; post-audit and conditional remission Orders in Council. ***Access:*** Subject files and case files are arranged by subject or company name. Refund and drawback claims are filed by claim number and held in the various regional offices. ***Program Record Number:*** RCC CPG 195

Duties Relief

Description: Information on the functions of the Duties Relief Programs Unit. ***Topics:*** Regulations of other departments; regulations of other countries; payment of claims withheld to offset debts due to the Crown; post-audit procedures; entries and invoices; seizures arising from drawback or refund investigations; and trade talks and negotiations. ***Access:*** Files are arranged by subject, company, country or department. ***Program Record Number:*** RCC CPG 205

Enforcement

Description: Information respecting the enforcement of the Canadian International Trade Tribunal's findings, Orders-in-Council relating to surtax matters. ***Topics:*** Entry documents and working papers related thereto. ***Access:*** Records are filed by case. ***Program Record Number:*** RCC CPG 230

Foreign Offices

Description: Information on conducting anti-dumping investigations on behalf of headquarters' line directorates, the management of external relations, and the provision of a direct liaison on Customs tariff and Customs facilitation matters, trade talks and negotiations. ***Topics:*** Determination of normal values, export prices and tariff classifications of imported goods; external relations; co-operation and liaison with officials of other countries, the Brussels European Economic Council, the Customs Co-operation Council, and other international bodies. ***Access:*** Cases are filed by individual post and nature of investigations and are held by headquarters' line divisions, with the foreign offices retaining only the portion essential in the event of any follow-up investigation. ***Program Record Number:*** RCC CPG 245

Harmonized Commodity Description and Coding System

Description: Information on the Harmonized Commodity Description and Coding System (HS) and the conversion of the Customs Tariff and Canadian International Trade Classification (CITC) to a format based on the HS. ***Topics:*** Meetings of the Harmonized System Committee of the Customs Co-operation Council and the HS review sub-committee; the Customs Co-operation Council Nomenclature (CCCN) and the HS; Canadian tariff and statistical nomenclature based on the HS. ***Access:***

Correspondence on commodity classification is filed by HS heading number. ***Program Record Number:*** RCC CPG 380

Industrial Incentive Program Audit (Automotive and Special Remission)

Description: Information on the review of production reports and audits of manufacturers' production costs under the authority of the Special Remission Programs. ***Topics:*** Correspondence, production reports and audits pertaining to the Special Remission Programs governing the manufacturing of vehicules and parts under the Motor Vehicle Tariff Order (1988); front-end loaders; off-highway vehicles. ***Program Record Number:*** RCC CPG 200

Legislative Affairs

Description: Information on the evaluation and revision of existing legislation, the development and drafting of new legislation and the processing or amending of regulations, ministerial orders and other statutory instruments required by the branch. ***Topics:*** Historical data on the present Customs Act; correspondence with departmental sources and other government departments; background information and supporting documentation; ministerial presentations on the Annual Regulatory Plan; information on other laws administered by Customs; requests for background information; and rationale for new, amended or revoked Orders-in-Council, ministerial regulations and other statutory instruments. ***Access:*** Files are arranged by subject matter. ***Program Record Number:*** RCC CPG 375

Machinery Program

Description: Information on the function of the Machinery Program. ***Topics:*** Process Applications for remission on duty on eligible machinery and equipment. Investigation of the status of Canadian manufacturers. Support of the Machinery and Equipment Advisory Board. ***Program Record Number:*** RCC CPG 202

Made-in-Canada

Description: Information on tariff surveys and studies respecting Made-in-Canada legislation on imported goods in light of changing trade patterns, technological developments, and evolving manufacturing processes. ***Topics:*** Made-in-Canada inquiries; reports; studies on the status of imported goods under major industrial sections (machinery, marine, automotive). ***Program Record Number:*** RCC CPG 175

Monitoring, Control and Administrative Services

Description: Information on the management of the administrative functions for the Customs programs branch. ***Topics:*** Personnel, finance, accommodation and other administrative matters. ***Access:*** Records are filed by subject matter. ***Program Record Number:*** RCC CPG 395

Planning and Analysis

Description: Information on various planning subjects and on the review and analysis of reports. ***Topics:*** Planning activities and documents and various administrative reports for the Customs Programs Branch. ***Access:*** Records are filed by subject matter. ***Program Record Number:*** RCC CPG 391

Policy and Administration (Assessment Programs)

Description: Information on the development of Canadian legislation covering anti-dumping, countervail, surtax and the development and review of systems and procedures relating to the application of these programs; liaison with other Departments and other branches and divisions within Customs; foreign trade; and tax legislation. ***Topics:*** Legislation; policy and technical interpretation of anti-dumping and countervail programs; correspondence and manuals; documents covering departmental participation at General Agreements on Tariff and Trade (GATT) meetings; studies and reviews on trade and tax legislation of foreign countries. ***Program Record Number:*** RCC CPG 240

Policy and Administration (Valuation)

Description: Information on the development of Canadian legislation covering valuation and the development and review of systems relating to the administration of valuation; liaison with other Government Departments and other branches and divisions within Customs; foreign trade and tax legislation. ***Topics:*** Legislation, policy and technical interpretation of the valuation program; correspondence and manuals; documents concerning departmental participation at General Agreement on Tariffs and Tax (GATT) meetings and at the Customs Cooperation Council (CCC) Technical Committee on Customs Valuation meetings. ***Program Record Number:*** RCC CPG 216

Remissions

Description: Information on the eligibility of companies for types of commodities for exemption or remission of duties and taxes under standing remission Orders-in-Council, special remissions, and applications to the Interdepartmental Remission Committee. ***Topics:*** Applications, background information, research data and decisions relating to standing remission Orders-in-Council; special remissions; Canadian goods abroad and temporary entry provisions. ***Access:*** Cases are filed by company name, subject and Order in Council number. ***Program Record Number:*** RCC CPG 190

Rules of Origin

Description: Information on the determination of tariff treatment in accordance with the Canadian rules-of-origin regulations and trade agreements (the Canada-U.S. Free Trade Agreement in particular). ***Topics:*** Inquiries; reports; requests for information; investigations and final decisions on such things as entries; invoicing; preferential tariff; and direct shipment. ***Access:*** Files are arranged by subject and country. ***Program Record Number:*** RCC CPG 180

Rulings and Appeals

Description: Information on the determination of tariff classification or re-appraisal of the value for duty and the investigation of appeals under various major industry fields such as animal and vegetable products; chemicals, plastics and allied products; wood and paper products; mineral, glass, stone and metal products; textiles, leather and clothing products; health and education products; toys and sporting goods; specialty products; machinery and electrical products, motor and other vehicles, ships and aircraft products, or issues surrounding the determination of the value for duty. *Topics:* Correspondence used in determining and issuing advice on classification appraisal or tariff relief matters; appeal documents; entries; Canadian International Trade Tribunal cases; court cases; Deputy Minister's decisions. *Access:* Files are arranged by harmonized system subheading number and/or tariff code number. *Program Record Number:* RCC CPG 170

Seizure Adjudication

Description: Information on seizures or ascertained forfeitures made under the Customs Act or the Excise Act for contravention of these or other Acts of Parliament for which the Department has administrative authority, on a case-by-case basis. Information retained includes the subject commodity, seizing officer's report, letters of appeal, formal notice of reasons for seizure or forfeiture and final decision. *Access:* Cases are filed by number and cross-indexed alphabetically by company or individual. Information on unappealed seizures is retained for one year and records are maintained for three years after the final action on an appealed case. *Program Record Number:* RCC CPG 250

Tariffs

Description: Information on the overall functions and programs that concern the whole division. *Topics:* Machinery program; Auto Pact; temporary tariff items; prohibited goods, privileges; Customs and Excise laboratory reports. *Access:* Files are arranged by tariff item and commodity. *Program Record Number:* RCC CPG 185

Valuation

Description: Information on the review, by Customs, of the value for duty of imported goods. *Topics:* Importer and exporter inquiries; review of accounting documents; instructions to importers; documentation, information on formal request for re-appraisal. *Access:* Files are maintained by importer and commodity for review, and by region, year, number and date in case of formal requests. *Program Record Number:* RCC CPG 215

Services

■ Corporate Management Branch

Analytical/Advisory Service

Description: Information on the analytical service provided in support of the administration of the Customs Tariff Act and other Customs legislation; on the analytical service provided in support of the Administration of Excise Duty legislation; and records relating to the Spirits Instrument Certification Program; on scientific and technical research and development work in support of the administration of Customs and Excise policies, regulations and procedures. *Topics:* (i) Technical information and methodology for the analysis of commodity importations; analytical work summaries of chemical and physical analysis; and technical literature obtained from manufacturers. (ii) Correspondence on analytical services pertaining to denaturants in alcohol products, goods subject to excise duty, seizures of illicit spirits, formulation approval in alcoholic preparations and the Spirits Instruments Certification Program. (iii) Project reports and working papers associated with the investigation and development of scientific methods, systems and equipment for the detection and identification of goods subject to Customs and Excise control; external consultants providing specialized laboratory services; and scientific equipment manufacturers. *Access:* (i) and (ii) indexed on EDP database; (iii) filed alphabetically by manufacturer's name, numerically by project, external consultants filed by date. *Program Record Number:* RCC CAE 425

Office and Information Management Services

Description: Responsible for the following Administrative and Management services: Library services; Information Management (formerly Records Management) regardless of physical form or characteristics; Mail, Messenger and Postal services; Management of Government Information Holdings (MGIH); Paperburden program; Publishing and form design services; Personnel and physical security services; Operating supplies and distribution services; Project coordination and Control. *Topics:* Development of policies, procedures, technology and services organization; directives review project; integrated publishing system service; development and maintenance of an automated mailing list system service. *Access:* Filed by subject matter. *Program Record Number:* RCC CAE 430

Planning Analysis

Description: Information on various planning subjects. *Topics:* Corporate Policies; Auditor/Comptroller General; program evaluation; internal audit; real property; planning systems; Policy and Expenditure Management System (PEMS); Management Reporting; program/operational management; workload and market forecasting and emerging issues and trends; support to Resource Management Committee including analysis of T.B. Submissions; Information Management; planning calendar; Increased Ministerial Authority and Accountability; Memorandum of Understanding with Treasury Board. *Access:* Files are arranged by subject and number. *Program Record Number:* RCC CAE 410

Planning Coordination

Description: Information on the departmental Multi-Year Operational Plan and significant departmental projects; records relating to strategic, operational, financial, management planning and Departmental Accountability Regime. *Topics:* Person-year and financial resource requirements by activity, sub-activity and branch for a five-year planning period; key information on significant projects including objective, responsibilities, approval, documentation and total project resources; Policy and Expenditure Management System (PEMS); program performance information; Information Management Plan; planning calendar; financial planning; human resource planning; operational planning; strategic planning; work planning. *Access:* Files are arranged by subject and number. Electronic data processing (EDP) recording is used for the Multi-Year Operational Plan. ***Program Record Number:*** RCC CAE 415

Tax and Non-tax Revenue

Description: Information on the analysis, distribution and reporting of tax and non-tax revenue. Information and data on the research, analysis, draft proposals and approval of departmental financial policy, systems and procedures. ***Topics:*** Customs and Excise tax and non-tax revenues, reconciliation of revenue collected with Bank of Canada deposit acknowledgements; annual reconciliation of cash in transit; technical information;legislative/regulatory requirements; research problem definitions, proposals, alternative solutions, reports, drafts and approvals. ***Access:*** Files are arranged by subject and number, or by project. ***Program Record Number:*** RCC CAE 420

■ Audit and Evaluation Branch

Audit and Evaluation

Description: Information on internal audits of departmental activities. Information on evaluation and assessment of program components. ***Topics:*** Internal audit policy, plans and reports; program evaluation policy, plans and reports. ***Program Record Number:*** RCC AEV 435

■ Departmental and International Affairs

Access and Privacy

Description: Information on the departmental Access to Information and Privacy programs, policies and procedures. Information on complaints filed against Customs and Excise employees under the provisions of the Canadian Human Rights Act. ***Topics:*** Policy, procedures and report files; Access to Information and Privacy information bank files. ***Access:*** Policies and procedures are filed by subject. Individual request files are numbered sequentially on a fiscal year basis. Requests are cross-referenced to the information bank files. ***Program Record Number:*** RCC INT 440

International Representation

Description: Information on departmental activities with various international organizations. ***Topics:*** Customs Co-operation Council (CCC); European Community (EC); Organization of American States (OAS); European Free Trade Association (EFTA); General Agreement on Tariffs and Trade (GATT); Multilateral Trade Negotiations (MTN); United Nations Conference on Trade and Development (UNCTAD); and others. ***Access:*** General topics are filed by subject; organizations, by name; and trade negotiations, by country. ***Program Record Number:*** RCC INT 445

Personal Information Banks

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■ Customs Operations Branch

Applications for Customs Brokers Licence

Description: Information in this bank includes the qualifying examinations written by the applicant, an assessment by the Department of the suitability of the applicant to be a customs broker, and business information. ***Class of Individuals:*** Members of the general public. ***Purpose:*** The purpose of this bank is to maintain a record of all persons who have applied to become customs brokers. ***Retention and Disposal Standards:*** Files are retained for seven years after a licence is cancelled or an application rejected, then destroyed. ***TBS Registration:*** 000009 ***Bank Number:*** RCC PPU 025

Assault Cases

Description: The bank consists of investigation reports and related correspondence as it relates to persons suspected of having committed an assault against customs officers. ***Class of Individuals:*** Members of the general public. ***Purpose:*** The purpose is to determine whether prosecution of the suspected individual is warranted. ***Consistent Uses:*** The information is used to provide ongoing statistical reports to senior management and regional management on the number and type of assault cases. ***Retention and Disposal Standards:*** Records are maintained for five years and destroyed. ***TBS Registration:*** 000006 ***Bank Number:*** RCC PPU 010

Complaints

Description: The bank consists of investigation reports and replies to complaints from individuals who have experienced difficulties at customs. ***Class of Individuals:*** Members of the general public. ***Purpose:*** The purpose of this bank is to maintain a record of complaints related to personnel and procedures. ***Consistent Uses:*** To provide ongoing statistical reports to senior management and regional management on the number and types of complaints by mode and location. ***Retention and Disposal Standards:*** Files are retained for five years and destroyed. ***TBS Registration:*** 000005 ***Bank Number:*** RCC PPU 005

Customs Intelligence Records

Description: The bank contains seizure records, personal information about individuals who are suspected or known to be violators of the laws enforced in whole or in part by departmental officials. The bank also contains information on corporations, companies and organizations that are known to have, or are suspected to have, been involved in offenses. ***Class of Individuals:*** Members of the general public. ***Purpose:*** This information is used by the Department, as well as by domestic and foreign law enforcement and investigative agencies, in the administration or enforcement of the law especially as it concerns the laws relating to the importation and exportation of goods. ***Consistent Uses:*** In detection, prevention, or suppression of criminal activity and statistical purposes. ***Retention and Disposal Standards:*** Records will be retained for a minimum of six years and will then be destroyed. ***TBS Registration:*** 000007 ***Bank Number:*** RCC PPU 015

Duty Free Shop Applicants (Land Border)

Description: This bank contains application packages submitted to the Department from individuals interested in operating a duty free shop at the land border and the Department's evaluation as to their suitability. ***Class of Individuals:*** Residents of Canada who are Canadian citizens or landed immigrants and who are from the small or medium business sector. ***Purpose:*** The purpose of this bank is to maintain application packages and related assessments. ***Retention and Disposal Standards:*** Files of unsuccessful applicants are retained for a period of two years, then destroyed, and files of successful applicants (operators) are retained for a period of ten years, then destroyed. ***TBS Registration:*** 000012 ***Bank Number:*** RCC PPU 040

Investigations

Description: The information held in this bank consists of narrative investigation reports which describe the information that has led to a particular investigation and the subsequent steps taken. Coverage is restricted to persons and/or companies suspected of having committed infractions. This bank is automated and managed by computer software named CINOS. ***Class of Individuals:*** Members of the general public. ***Purpose:*** The purpose of this bank is to maintain records pertinent in the enforcement of the Customs Act and other laws pertaining to Customs. ***Consistent Uses:*** The information is used primarily to investigate possible, alleged or known infractions against the Customs Act and other related laws. ***Retention and Disposal Standards:*** Investigation reports are retained for ten years and then destroyed afterwards. ***TBS Registration:*** 000008 ***Bank Number:*** RCC PPU 020

Notice to Provincial/Territorial Licence Authority (K22 Form)

Description: This bank contains the names and addresses of persons who have imported conveyances into Canada. It also includes the make, model, year, serial number, previous registration number, and pertinant customs information including the accounting information and disposal restrictions for the conveyance. ***Class of Individuals:*** Members of the general public. ***Purpose:*** The purpose of this bank is to maintain a record of licensing authorities as issued by Customs Inspectors for vehicles imported into Canada. These authorities are required by the Provincial Motor Vehicle Branch before the vehicle can be licensed in Canada. It also provides a record of vehicles for which there is a specific disposal restriction. K22 forms are monitored regularly by Customs and Excise and the RCMP to ensure that these vehicles are not sold or otherwise disposed of without authorization. ***Consistent Uses:*** Information is provided to provincial vehicle licensing authorities. ***Retention and Disposal Standards:*** Two years – dispose by shredding. ***TBS Registration:*** 002721 ***Bank Number:*** RCC PPU 100

Pre-examination of Travellers – Application Information

Description: Travellers wishing to participate in a pre-clearance exercise to determine whether they can be accepted into an expedited Customs clearance system, i.e. express lanes, special lanes, self-assessment of duties and taxes will apply on an application form and provide the following types of information: 1) Name; 2) DOB; 3) Address; 4) Telephone Number; 5) Type of Vehicle and Registration; 6) Frequency Crossing Border; 7) Criminal Record; 8) Violations of Customs and/or Immigration Laws; 9) Family Members; 10) Citizenship. ***Class of Individuals:*** Canadian and United States permanent residents and citizens who travel across the border frequently. ***Purpose:*** To determine if an applicant can be approved to participate in an expedited Customs clearance system. Approval and rejection is based on criteria developed by individual agencies participating in a system/exercise. The four primary agencies involved in expedited clearance systems would be: Canada Customs; Canada Immigration; United States Customs Service; United States Immigration and Naturalization Service. ***Consistent Uses:*** The information provided by each applicant is cautioned that information provided may be "shared" by all four participating agencies. Applicants are rejected/approved by each agency based on the same information provided by the applicant and their own individual rejection criteria. ***Retention and Disposal Standards:*** Files are retained for a period of two years. ***TBS Registration:*** 002788 ***Bank Number:*** RCC PPU 042

Traveller Declaration Cards

Description: The bank consists of records of all written declarations filed at Customs by travellers on arrival in Canada. ***Class of Individuals:*** General public. ***Purpose:*** To facilitate the Customs clearance process for all travellers and to enable monitoring of exemption claims made by residents of Canada. ***Consistent Uses:*** The bank provides a database for computer-assisted audits of infractions of double exemptions during the calendar year. ***Retention and Disposal Standards:*** Files are retained two years from date of last administrative action. ***TBS Registration:*** 002271 ***Bank Number:*** RCC PPU 041

Unpaid Accounts

Description: This bank contains records of those importers who have unpaid accounts. When an importer fails to account for customs duties payable on imported goods within a specified time limit, his name is circulated to ports of entry within that region and to other regions across Canada, depending on the circumstances. ***Class of Individuals:*** Members of the importing public. ***Purpose:*** The purpose of this bank is to maintain records of those importers who have unpaid accounts. The list of names is used to alert customs officials to detain the goods of those importers whose names appear thereon. ***Retention and Disposal Standards:*** Names are retained in this bank indeterminately. ***TBS Registration:*** 000010 ***Bank Number:*** RCC PPU 030

■ Customs Programs Branch

Adjudications Records

Description: The bank contains records of goods seized from individuals or firms, and of ascertained forfeitures in cases where the goods are unobtainable, including descriptions of the goods, reason for seizure and the seizing officer's report. ***Class of Individuals:*** Casual importers. ***Purpose:*** The principle purpose of a Customs seizure or ascertained forfeiture record is to assist officers of the Adjudications Division in determining whether there is a contravention under the law and if the monetary terms assessed should be maintained or altered. ***Retention and Disposal Standards:*** Index cards and files are retained for five years. ***TBS Registration:*** 000011 ***Bank Number:*** RCC PPU 035

■ Excise Branch

Applicants for Refund of Federal Excise Tax on Gasoline

Description: Data include information respecting each claimant's social insurance number, employee status and group. Individuals identified in this bank have filed a gasoline refund claim. Use of the social insurance number (SIN) is authorized by the Gasoline and Aviation Gasoline Excise Tax Application Regulations (SOR 85-322). The SIN is used as an identification number. Its use is not compulsory. ***Class of Individuals:*** Members of the public who have filed a claim for a gasoline tax refund. ***Purpose:*** This bank exists for the purpose of making transfer payments to members of the general public making application under the Excise Tax Act for a refund of the excise tax paid on gasoline used for business purposes. The bank is used for the purpose of examining individual claims for gasoline excise tax refunds, and may be used to inspect claimant's receipts and supporting documents related to such claims. ***Retention and Disposal Standards:*** Each claim is retained for a period of seven years and then destroyed. ***TBS Registration:*** 000014 ***Bank Number:*** RCC PPU 050

Application for Federal Fuel Tax Rebate

Description: Data include information about each claimant, bulk permit holder and registered vendor. Included are social insurance number, claimant status and type, employer number where applicable and information about amounts of refunds claimed and paid. Use of the social insurance number (SIN) is authorized by the Gasoline and Aviation Gasoline Excise Tax Application Regulations (SOR 85-322). The SIN is used as an identification number. Its use is not compulsory. ***Class of Individuals:*** Members of the public who have filed a claim for the fuel tax rebate, applied for a bulk permit or applied to be a registered vendor. ***Purpose:*** The banks exists for the purpose of payment to members of the general public making applications under the Excise Tax Act for rebate of a portion of the federal sales tax paid on gasoline and diesel fuel purchased for off-highway use in certain activities specified by the Excise Tax Act. ***Retention and Disposal Standards:*** Claims are retained for a period of seven years then destroyed. ***TBS Registration:*** 000015 ***Bank Number:*** RCC PPU 055

Claims for Refund of Taxes Paid Under the Excise Tax Act

Description: Data include claimant's name, address, telephone number and reason a refund is being requested. ***Class of Individuals:*** Members of the general public. ***Purpose:*** The purpose of this bank is to maintain a record of the names and addresses of the claimants making application for refund of federal sales and/or excise taxes paid under the provisions of the Excise Tax Act. The bank is used to identify and support each amount of tax refunded. ***Retention and Disposal Standards:*** Records are maintained for a period of five years then destroyed. ***TBS Registration:*** 000013 ***Bank Number:*** RCC PPU 045

Debts Written Off as Uncollectible

Description: Data include names, nature and amount of debt, the results of collection action taken, description of assets and disposition of proceeds. ***Class of Individuals:*** Members of the general public. ***Purpose:*** The purpose of this bank is to maintain a record of firms and individuals owing a debt to the Crown, on which all appropriate collection action has not resulted in successful collection of the debt. The bank is used by the Uncollectible Accounts Committee to approve recommendations for authority to delete accounts under existing legislation. The forms are presented to the Minister or the Treasury Board, as appropriate, depending on amount, for written authorization to write off the accounts. ***Retention and Disposal Standards:*** Case files are retained for seven years after action is completed, and then destroyed. Form (E157) Recommendation for Write-Off of Uncollectible Accounts retained in perpetuity. ***TBS Registration:*** 000016 ***Program Record Number:*** RCC PPU 060

Registrants for the Goods and Services Tax (GST)

Description: This bank contains information on individuals registered for the GST and potential registrants for the GST. The information includes names of sole proprietors, names of partners in a partnership, names of authorized corporate officers, contact persons' names and title, telephone number and official language preference for corresponding with the Department. The bank includes both corporate and personal information. ***Class of Individuals:*** Owners of sole proprietorships, partners in a partnership, authorized corporate officers, contact persons. ***Purpose:*** This bank is required to store personal information on registrants for the GST for the administrative purpose of creating and maintaining the taxroll. ***Retention and Disposal Standards:*** Active registrant information will be kept on an ongoing basis. Records on individuals who have ceased to be registered are maintained for a period of 5 years. ***TBS Registration:*** 002664 ***Bank Number:*** RCC PPU 065

Tobacco Products Inventory Tax Under Part V of the Excise Tax Act

Description: Data includes registrant's name, address, telephone number, GST Registration number as well as information provided in the Tobacco Products Inventory Tax. ***Class of Individuals:*** Wholesalers and retailers involved in the sale of Tobacco Products. ***Purpose:*** Reporting of Net Tax Collectible, under Part V of the Excise Tax Act, for the Tobacco Products Inventory Tax. ***Consistent Uses:*** Financial analysis for advice to Department of Finance. ***Retention and Disposal Standards:*** Records are maintained for a period of seven years after project completion (3 years active – 4 years dormant). Documents will then be reviewed and destroyed. ***TBS Registration:*** 002913 ***Bank Number:*** RCC PPU 047

■ Corporate Management Branch

Losses of Money and Damage Claims By and Against the Crown

Description: This bank contains names and addresses of persons involved in damage claims, losses of money including defalcations, and describes the circumstances in each case. ***Class of Individuals:*** Departmental employees and members of the general public. ***Purpose:*** The purpose of this bank is to maintain information involving claims by and against the Crown, losses of money suffered by her Majesty and offences and other illegal acts against the Crown. The data is used to determine an equitable settlement in each case, and information may be provided to the Treasury Board, the RCMP and the Department of Justice. ***Retention and Disposal Standards:*** Individual files are maintained until the case comes to a conclusion. The information is then transferred to an amalgamated file which is retained for five years. ***TBS Registration:*** 000017 ***Bank Number:*** RCC PPU 067

■ Departmental and International Affairs

Access to Information and Privacy Request Data Bank

Description: This bank contains the access request forms sent by individuals making application under the Access to Information Act or Privacy Act, the replies to such requests and information related to their processing. ***Class of Individuals:*** Members of the general public and employees of the Department. ***Purpose:*** The purpose of this bank is to maintain a record of individuals who have made application under the Access to Information Act and Privacy Act. ***Consistent Uses:*** The data in this bank is used to process access requests only, and to report on the number of access requests received annually. ***Retention and Disposal Standards:*** Files are maintained for two years. ***TBS Registration:*** 000018 ***Bank Number:*** RCC PPU 070

■ Personnel Administration Branch

Customs Inspector Test

Description: This bank contains the results of ability tests taken by individuals who are considered in the selection of candidates to fill positions as Customs Inspectors with the Department of National Revenue (Customs & Excise). ***Class of Individuals:*** All individuals seeking Customs Inspectors positions with the Department of National Revenue (Customs and Excise). ***Purpose:*** This bank is used to compile test results for use in the selection of candidates to fill positions as Customs Inspectors with the Department. ***Consistent Uses:*** Data in this bank is used for statistical analysis and for increased test validation. When used for these purposes, information in this bank is combined with that contained in standard bank RCC PSE 902. ***Retention and Disposal Standards:*** Candidate test results are retained for a minimum of two years after they are superseded or become obsolete. ***TBS Registration:*** 002195 ***Bank Number:*** RCC PPU 075

Manuals

Excise Branch

- Audit Manual – Excise Audit
- Excise Collections Policy and Procedures Manual
- Excise Duty Policy and Procedures Manual
- Excise Fuel Tax Rebates Field Procedures Manual
- Excise Fuel Tax Rebates Headquarters Operations Procedures Manual
- Excise Gasoline Tax Refunds Field Procedures Manual
- Excise Gasoline Tax Refunds Headquarters Operations Procedures Manual
- Excise Licensing Policy and Procedures Manual
- Excise Revenue Accounting Policy and Procedures Manual
- Litigation Procedural Manual
- Policy and Procedures Manual – Special Bureau, Excise
- Tax Interpretations Procedures Manual

Customs Operations Branch

- Police Information Retrieval System – Reference Manual
- CADEX Participants Requirements Document
- Customs Commercial System (CCS) User Manual
- Customs Enforcement Manual
- CCS Contingency Manual
- CCS Functional Specifications
- Intelligence Officers' Manual
- Postal Import Control Systems (PICS) User Manual
- PICS Contingency Manual
- PICS Functional Specifications

Customs Programs Branch

- Assessment Programs Manual, Parts I-IV
- Departmental Consolidation of the Customs Tariff
- Drawback Officers Manual
- Headquarters' Procedures Manual
- Headquarters Valuation Procedures Manual
- Regional Valuation Procedures Manual
- Post Audit Procedures Manual
- Refunds Manual
- Regional Customs Valuation Procedures Manual
- Remission Officers Procedures Manual
- United States Tariff Treatment Procedures Manual

Corporate Management Branch

- Canadian System of Alcoholometry and Tables
- Corporate Policy Handbook
- Departmental Administrative Management Manual
- Departmental Financial Management Manual

- Handbook for Project Managers
- Operational Plan Framework Manual
- Statement of Operating Principles
- Subject File Classification Manual

Personnel Administration Branch

- Departmental Personnel Manual
- Personnel Pay Input Manual
- Treasury Board Personnel Management Manual

Audit and Evaluation Branch

- Internal Auditor's Manual
- Program Evaluation Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for news releases and general information on departmental policies, programs and activities, including publications (annual reports), should be directed to:

Communications Branch
Revenue Canada
Customs and Excise
Ottawa, Ontario
K1A 0L5

(613) 957-0251
General Enquiries: (613) 957-0275 or 957-0251
Media Relations: (613) 957-0279 or 957-0251
Legal Counsel: (613) 954-6281

Local, district and regional Customs and Excise offices provide assistance and answer questions relating to Customs and Excise matters in person, by telephone, and by correspondence.
Access to information requests and general information enquiries may be directed to any of the regional coordinators.

*These offices have regional public reading rooms.

Regional Coordinators (Excise)

Atlantic

Regional Access Coordinator
Revenue Canada, Customs and Excise
6169 Quinpool Road, Suite 200
P.O. Box 1658
Halifax, Nova Scotia
B3J 2Z8

(902) 426-8437

Quebec

*Regional Access Coordinator
Revenue Canada, Customs and Excise
410 Charest Boulevard East, 7th Floor
P.O. Box 2117
Quebec, Quebec
G1K 7M9

(418) 648-4614

Montreal

Regional Access Coordinator
Revenue Canada, Customs and Excise
400 Youville Square, 7th Floor
P.O. Box 6092, Station A
Montreal, Quebec
H3C 3H3

(514) 283-2519

Ottawa

Regional Access Coordinator
Revenue Canada, Customs and Excise
360 Conventry Road
P.O. Box 8257
Ottawa, Ontario
K1G 3H7

(613) 991-0460

Toronto

*Regional Access Coordinator
Revenue Canada, Customs and Excise
25 St. Clair Avenue East, 4th Floor
P.O. Box 100, Station Q
Toronto, Ontario
M4T 2L7

(416) 973-8400

London

*Regional Access Coordinator
Revenue Canada, Customs and Excise
Dominion Public Bldg, 3rd Floor, 457 Richmond Street
P.O. Box 5548
London, Ontario
N6A 4R3

(519) 645-4145

Central

*Regional Access Coordinator
Revenue Canada, Customs and Excise
391 York Avenue, 4th Floor
P.O. Box 1022
Winnipeg, Manitoba
R3C 2W2

(204) 983-5502

Alberta

Regional Access Coordinator
Revenue Canada, Customs and Excise
Harry Hays Building, Room 470
220 Fourth Avenue Southeast
P.O. Box 2525, Station M
Calgary, Alberta
T2P 3B7

(403) 292-5684

Pacific

*Regional Access Coordinator
Revenue Canada, Customs and Excise
4664 Lougheed Highway
Burnaby, British Columbia
V5C 6C2
(604) 666-2759

Regional Coordinators (Customs)

Atlantic

*Regional Access Coordinator
Revenue Canada, Customs and Excise
Halifax South Postal Station
6169 Quinpool Road
P.O. Box 3080
Halifax, Nova Scotia
B3J 3G6

(902) 426-8594

Quebec

*Regional Access Coordinator
Revenue Canada, Customs and Excise
130 Dalhousie Street
P.O. Box 2267
Quebec, Quebec
G1K 7P6

(418) 648-3089

Montreal

*Regional Access Coordinator
Revenue Canada, Customs and Excise
400 Youville Square, 6th Floor
Montreal, Quebec
H2Z 2C2

(514) 283-7721

Ottawa

Regional Access Coordinator
Revenue Canada, Customs and Excise
360 Coventry Road
P.O. Box 8257
Ottawa, Ontario
K1K 2C6

(613) 991-0587

Toronto

*Regional Access Coordinator
Revenue Canada, Customs and Excise
3rd Floor, Federal Building
1 Front Street
P.O. Box 10, Station A
Toronto, Ontario
M5W 1A3

(416) 973-8190

Hamilton

*Regional Access Coordinator
Revenue Canada, Customs and Excise
10 John Street South
P.O. Box 2989
Hamilton, Ontario
L8N 3V8

(416) 572-2817

Southwestern Ontario

*Regional Access Coordinator
Revenue Canada, Customs and Excise
185 Ouellette Avenue
Windsor, Ontario
N9A 4H8

(519) 973-8502

Central

*Regional Access Coordinator
Revenue Canada, Customs and Excise
Federal Building
269 Main Street
Winnipeg, Manitoba
R3C 1B3

(204) 983-3772

Alberta

*Regional Access Coordinator
Revenue Canada, Customs and Excise
200 Fourth Avenue, Southeast, Room 730
P.O. Box 2910
Calgary, Alberta
T2P 2M7

(403) 292-4615

Pacific

*Regional Access Coordinator
Revenue Canada, Customs and Excise
1001 West Pender Street
Vancouver, British Columbia
V6E 2M8

(604) 666-0457

Reading Room

In accordance with the Access to Information Act, several areas on the premises of this institution have been designated as public reading rooms. Reading rooms can be found in the addresses preceded by an asterisk in the list of Regional Coordinators (above) and at these locations:

Customs and Excise Library
Connaught Building, 2nd Floor
Mackenzie Avenue
Ottawa, Ontario

Revenue Canada, Customs and Excise
Sir Humphrey Gilbert Building
165 Duckworth Street
St. John's, Newfoundland

Revenue Canada, Customs and Excise
Federal Building
3rd Floor
97 Queen Street
Charlottetown, Prince Edward Island

Revenue Canada, Customs and Excise
89 Prince William Street
St. John, New Brunswick

Revenue Canada, Customs and Excise
10242 105th Street
8th Floor
Edmonton, Alberta

Revenue Canada, Customs and Excise
816 Government Street, Room 107
Victoria, British Columbia

Waterloo District Excise Office
P.O. Box 1617
Lutharan Life Building
470 Weber Street North
Waterloo, Ontario

Revenue Canada, Taxation

Chapter 99

General Information

Background

The Department of National Revenue was established in 1927 to administer the Income Tax Act, a responsibility that had been carried out by a commissioner from the Department of Finance. Customs and Excise was brought into the Department at this time under the same minister, but as a separate component with its own departmental organization.

Responsibilities

Revenue Canada, Taxation is responsible for administering the income tax legislation enacted by Parliament. The Department collects individual taxpayers' federal income tax as well as their provincial and territorial taxes in all provinces and territories, except Quebec and federal and provincial corporate taxes on behalf of all provinces and territories except Ontario, Quebec and Alberta. It also collects Canada Pension Plan contributions and Unemployment Insurance premiums imposed under the law.

Legislation

- Canada Pension Plan Act, Part 1.
- The Income Tax Acts of Canada
- Unemployment Insurance Act, Part IV

Organization

■ Head Office

Head Office is the administrative decision centre of Revenue Canada, Taxation and develops the Department's plans and policies. Six assistant Deputy Ministers and eight Directors General, responsible for the eight branches, report directly to the Deputy Minister. The Senior General Counsel of Legal Services serves in an advisory capacity to the Deputy Minister.

■ Taxation Programs Branch

This branch is accountable for the formation and assessment of national policies for a variety of programs relating to tax administration.

■ Appeals Branch

This branch establishes policies and guidelines for the disposition of Notices of Objection submitted by taxpayers who do not agree with their Notices of Assessment. It also deals with appeals under the Canada Pension Plan and Unemployment Insurance Acts, and assists and advises the Tax Litigation Section of the Department of Justice Canada on appeals to the courts.

■ Legislative and Intergovernmental Affairs Branch

This branch is responsible for interpreting the Income Tax Act, the Canada Pension Plan Act and the Unemployment Insurance Act; and serves as advisor on technical matters to other federal departments and governments.

■ EDP Systems and Technology Branch

This branch is responsible for the research, development, maintenance and operation of EDP systems and services. It also provides computer-related services and data to other government departments and to other governments.

■ Finance and Administration Branch

This branch has the responsibility for planning, developing and reviewing national policies, procedures and programs in areas of finance, administration, security and tax forms. It also provides services in these areas to head office.

■ Human Resources Branch

This Branch plans, develops, manages and reviews all human-resource policies and programs.

■ Communications and Consultations Branch

This Branch promotes effective communication of the Department's mission, policies, programs and activities. It provides advice to management and delivers communications services through the Public Affairs and Problem Resolution programs.

■ Corporate Affairs Branch

The Corporate Affairs Branch conducts internal audits and program evaluations for Revenue Canada, Taxation. It also develops departmental policies and procedures. As well, the Branch provides executive support services and assists in corporate decision-making. It analyses taxpayer correspondence and controls the production of ministerial and deputy ministerial correspondence.

■ Legal Services

Legal Services advises the Deputy Minister and the Department on legal matters arising from the administration of the Income Tax Act and related statutes. (Staff are employed by the Department of Justice.)

■ Regional Offices

For administrative purposes, Revenue Canada, Taxation has divided Canada into five regions – Atlantic, Quebec, Central, Western and Ontario. A central office in each region is responsible for operations. The five regional assistant deputy ministers report directly to the Deputy Minister.

The function of the regional offices is to ensure the uniform and impartial application of departmental programs and policies across Canada. The regional offices are also responsible for coordinating the activities of the district offices and taxation centres in their region.

Information Holdings

Program Records

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■ Appeals Branch

Appeals and Adverse Decisions

Description: Information on instructions and assistance to the Department of Justice on the conduct of appeals to the courts; on consideration of adverse decisions; on procedural instructions; and on statistics on intake, production and workload. *Topics:* Procedural instructions; individual income tax returns (RCT PPU 005); petroleum and gas revenue tax returns (RCT PPU 010); corporation and trust income tax returns; adverse decisions and statistics. *Program Record Number:* RCT APP 310

Determinations and Appeals

Description: Information on file studies where determination requests are related to coverage questions and assessments payable by employers under the Unemployment Insurance Act and the Canada Pension Plan, and income tax assessments under objection on related matters. *Topics:* File contents may include the application and reasons for appeal, related documents from the district offices, Unemployment Insurance Commission, Pension Appeals Board, Department of Justice, Tax Court of Canada, Federal Court and/or Supreme Court. The file information also includes lists of workers' names, addresses and Social Insurance Numbers (the lists) as well as the amounts of pensionable and/or insurable earnings. The lists are provided to the Canada Employment and Immigration Commission for purposes of administration of the Unemployment Insurance Act. *Access:* Case files are created and filed by taxpayer name. (Records in this program contain information relating to Personal Information Bank RCT PPU 130 Appeals Regarding the Canada Pension Plan and Unemployment Insurance Act). *Program Record Number:* RCT APP 315

Programs Management

Description: Information on policies, procedures, budgets, work programs and statistical controls, as well as the monitoring and evaluation of district office and taxation centre appeals divisions. *Topics:* Program and activity structure; delegation of authority; communications to field offices; work programs; training; budgets; work flow studies; forms and form letters; statistics on intake, production, workload and resources; seminars; conferences and meetings; program performance evaluations; projects. *Program Record Number:* RCT APP 300

Referrals – Objections

Description: Information on the research and resolution of technical and complex matters referred by district office and taxation centre appeals divisions; on procedural instructions; on projects; and on statistics on intake, production and workload. *Topics:* Procedural instructions; individual income tax returns (RCT PPU 005); petroleum and gas revenue tax returns (RCT PPU 010); corporation and trust income tax returns; adverse decisions and statistics. *Program Record Number:* RCT APP 305

■ Corporate Affairs Branch

Central Agencies – Reports

Description: Information on central agency reports containing results obtained by monitoring departmental activities such as the processing of returns and handling of refunds; analysis and feedback by the Department on report content; information from other head office divisions on report content affecting their areas of responsibility. *Topics:* Central agency reports outlining activities reviewed, agency findings and recommendations and the Department's comments; communications with central agencies such as Comptroller General, Privy Council and Impact Coordination. *Program Record Number:* RCT CAB 011

Conferences and Meetings – CIAT

Description: These records cover all aspects of the Centre of Inter-American Tax Administrators' Conference from the initial planning stages through to the final wrap-up report. *Topics:* Agenda, minutes and related documentation; delegate information; administrative details of conference preparation; budget; social affairs; media relations; protocol and hospitality. *Program Record Number:* RCT CAB 005

Conferences and Meetings – MACTA

Description: This program record is related to the Minister's Advisory Council on Tax Administration, which comprises tax practitioners from across Canada who meet on a regular basis to apprise the Minister of their perspectives on specific tax issues. *Topics:* Records of membership (resumés of past and present members); agenda and minutes; pertinent documentation, and financial and administrative details related to meeting arrangements. *Program Record Number:* RCT CAB 004

Conferences and Meetings – SMC (Senior Management Committee)

Description: This program record contains records of "SMC", which is the Department's senior management committee. *Topics:* Agenda, minutes and documents relevant to topics discussed therein. Subject matter pertains to departmental operations, policy and procedural or administrative matters. *Program Record Number:* RCT CAB 003

Field Internal Audit Programs

Description: Information on Field Internal Audit policy and objectives, coverage, plans, monitoring and reports of the audit activity. *Topics:* Organization structure; forecasting, budgeting and resource utilization; workload selection; specific activities audited; control of remittances; general security; sensitive transcript and voucher control. *Program Record Number:* RCT CAB 021

Internal Audit

Description: Information on audit plans, audit steps carried out, records of interviews, organization charts, statistical data, queries and replies and general correspondence. *Topics:* Audit policy and procedures, audit schedules and planning, manual and computerized audit programs, audit working papers, audit reports; departmental operations and staff matters (RCT PPE 803). *Program Record Number:* RCT CAB 031

Parliamentary Liaison

Description: Ministerial Briefing Books for the Minister's reference. *Topics:* All current issues that the Minister should be aware of, and suggested appropriate responses or departmental stances; description of the Department's organization and its varied functions; and a financial overview of its budget. *Program Record Number:* RCT CAB 002

Program Evaluation

Description: Information on program evaluation plans, steps carried out, records of interview, organization charts, statistical data, queries, replies and general correspondence. *Topics:* Policy; evaluation procedures; long-term and annual evaluation plans; working papers; reports of findings and conclusions; recommendations. *Program Record Number:* RCT CAB 026

■ EDP Systems and Technology Branch

Accounting and T2 (Corporation Tax Return) Processing

Description: Information on the development, implementation and maintenance of all departmental electronic data processing accounting systems and procedures, as well as T2 corporation tax return processing and gasoline excise tax return processing. *Topics:* Operational and administrative communications with the various head office divisions that have functional authority for the systems developed for them; computerized and manual (PAYDAC) deductions at source from individuals for income tax, Canada Pension Plan and unemployment insurance; computerized and manual quarterly tax remittances from both individuals and corporations, and collection action on tax owing; initial assessment and reassessment of corporation tax returns (T2 corporation master file). *Program Record Number:* RCT EST 281

Computer Operations

Description: Information on computer hardware (the various computer components); operation of computer equipment and the administrative procedures used within the Computer Services Division. *Topics:* Procedure manuals for data control; tape library; computer room security; scheduling; administrative computer operations; computer output microfilm operations; Taxation Centre computer operations; production control and IBM/AMDHAL operations. *Program Record Number:* RCT EST 271

Electronic Data Processing Requirements

Description: Information on the coordination of the planning efforts of the Systems Directorate; the procurement of departmental electronic data processing equipment; and the provision of training related to electronic data processing for programmers, analysts and computer operators. *Topics:* Data capture/enquiry devices management systems; directorate planning; systems requirement form administration; training policy and arrangements in general; departmental training; external training; in-house training; electronic data processing supplier contracts and supplier correspondence. *Program Record Number:* RCT EST 269

General Sector and Information Centre

Description: Documentation of several taxation data and information processing systems and the Information Centre, as well as technical programming standards and guidelines. Documentation is principally in the form of program listings and run books intended to support maintenance and operation. *Topics:* Information processing system (IPS) – T4 data capture; RAPID – rapid information for districts; enquiry programs for field offices into on-line tax data; Infocentre – development project to facilitate end-user access to data; technical services – use of programming techniques and utilities; operational record of file back-ups; library changes and also mass storage requirements; special projects – miscellaneous systems and programs such as Personal Information Bank RCT PPU 100 Taxation Centres Recruiting System. *Program Record Number:* RCT EST 291

Information Systems

Description: Information on the development, implementation and maintenance of a wide range of departmental information and administrative EDP (electronic data processing) systems (mainly statistical in nature), which are intended to enhance management effectiveness. In addition, a system is provided to give field personnel direct on-line access to computer-based accounting, assessment and personnel files. *Topics:* Operational and administrative communications to and from the various head office divisions that have functional authority for the systems developed for them; computerized and manual management information systems; personnel and leave systems; gas tax rebate system; and T4 and other information slip systems. *Program Record Number:* RCT EST 296

T1 (Individual Income Tax Return) Databases

Description: Documentation in the form of database schemes, models and descriptions applicable to databases for T1 individual income tax return processing systems, financial input processing, and RAPID databases, as well as on-line program technical and quality assurance records. *Topics:* DDE – direct data entry systems; FIP – financial input processing; RAPID – rapid information for districts database; Personal Information Bank RCT PPU 045; database administration; quality assurance; common facilities; other miscellaneous programs. ***Program Record Number:*** RCT EST 286

T1 (Individual Income Tax Return) Processing

Description: Information on the development, implementation and maintenance of EDP (electronic data processing) systems and procedures designed to determine the accuracy of T1 individual income tax returns and related schedules initially submitted by taxpayers, and of adjustments resulting from additional information supplied by the taxpayer or from verification initiated by the Department; issuing of notices of assessment or reassessment. ***Topics:*** Operational and administrative communications with various head office divisions that have functional authority for the systems developed for them; computerized and manual T1 (individual income tax returns) initial assessment, reassessment and compliance verification systems; direct data entry (DDE); Taxation taxpayer master file (TAPMA) (Personal Information Bank RCT PPU 040); Taxation Social Insurance Number information (Personal Information Bank RCT PPU 040); Taxation centralized individual accounting and collection master file (Personal Information Bank RCT PPU 055); financial input processing (FIP); matching discrepancy file slips. ***Program Record Number:*** RCT EST 276

■ Finance and Administration Branch

Departmental Programs

Description: Information on computer listings of results of departmental programs, comparing actual resource utilization with the budget. ***Topics:*** Statistical computer listings on program results by comparison of budgeted to actual person hours. ***Program Record Number:*** RCT FAB 006

Revenue Reporting and Tax Analysis

Description: Information on the analysis, distribution and reporting of tax revenue, such as federal and provincial income taxes, Canada Pension Plan contributions and unemployment insurance premiums. ***Topics:*** Assessed revenue (taxes for which an assessment notice is issued), such as federal-provincial tax sharing, Canada Pension Plan, Unemployment Insurance, royalty tax rebates, unemployment insurance benefit repayments; settlement of tax deductions with the province of Quebec; petroleum and gas revenue tax, cash revenue, including reconciliation of direct deposits with chartered banks; foreign fund chargebacks; tax deductions settlements with the Bank of Canada; Canada Pension Plan, Unemployment Insurance Act and Public Utilities Income Tax Transfer Act transfer schedules; unclaimed cheque suspense account; cancelled cheques other than unclaimed cheque suspense; annual reconciliation of cash in transit; duplicate refund cheque data; accounts receivable as per public accounts; miscellaneous claims against the Crown and interdepartmental settlement notification data. ***Program Record Number:*** RCT FAB 320

Time and Production System

Description: Information on the development, implementation and maintenance of time and production systems. ***Topics:*** Time Production System (TPS). ***Program Record Number:*** RCT FAB 016

■ Legislative and Intergovernmental Affairs Branch

Changes to International Provisions of the Income Tax Act

Description: Information on recommendations for changes to various provisions of the Income Tax Act, e.g., provisions covering income of non-resident persons and shareholders of certain corporations not resident in Canada. ***Topics:*** Files on proposed changes to the Act such as Part XIII (Sections 212-217), dealing with the taxation of income earned in Canada by non-resident persons (interest, dividends and royalties). The provision for foreign tax credits in Section 126 and the provisions dealing with residents in Section 250 are further examples. ***Program Record Number:*** RCT LIA 086

Charities and Canadian Amateur Athletic Associations

Description: Information on the registration and audit of charities and Canadian amateur athletic associations; review of information returns, special ministerial approvals and designations; applications under the Canada-U.S. Reciprocal Tax Convention; submissions from educational institutions and universities both inside and outside Canada; and the development of forms, information circulars, and pamphlets. ***Topics:*** Research and subject matter files on various matters dealing with charity and amateur sports (contain correspondence with taxpayers, transcripts of court cases); directives on processing applications for registration; instructions for completing style letters; instructions for the audit of charities; instructions for completing computer transcripts; development and amendment of forms; development and amendment of information circulars; returns of information regarding charities organizations (T3010) and amateur athletic associations (T2052). ***Program Record Number:*** RCT LIA 118

Exchange of Information under Tax Treaties

Description: Information on requests between competent authorities for information on taxpayers required to assess taxes under the respective taxing statutes. ***Topics:*** Requests to foreign governments for specific taxpayer information, with copies of information supplied; requests from foreign governments for specific taxpayer information, with copies of information supplied; general information and correspondence on procedures followed; interpretation of provisions in treaties. ***Program Record Number:*** RCT LIA 066

Legislative and Intergovernmental Affairs Branch Memoranda – Research Material

Description: Information on interpretations of significant or problematic income tax matters. Research files contain copies of technically significant interpretations, rulings, legal opinions and position papers in connection with each memorandum issued to departmental staff. *Topics:* Technical interpretations, background information and intended effect on certain aspects of the Income Tax Act, Canada Pension Plan, Unemployment Insurance Act, reciprocal tax treaties, the Income Tax Acts of agreeing provinces and related Regulations; specific topics such as universities outside Canada, forgiveness of loans; and educational institutions. *Program Record Number:* RCT LIA 036

Mathematical Tax Models – Operation and Control

Description: Information on the objectives, work, duties and responsibilities of the various tax model work groups; tax model sample selection schemes; computer database files and record layout; computer program documentation; computer simulation system documentation; and data transcription instructions. *Topics:* Administrative workload and processing model; tax return processing simulation model; personal taxation simulation model; corporation taxation simulation model; transcription instructions; techniques to prevent the release of identifiable taxpayer information; corporate, individual and family database files; operational computer programs; sampling techniques. *Program Record Number:* RCT LIA 101

Operations Research Studies

Description: Information on the statement of a problem, method of approach, and the mathematical and operations research techniques involved in each study; summary of data requirements, design and procedures required to perform each study; system analysis; design and programming documentation to process data of each study; and data analysis, reports, data files and correspondence produced during each study. *Topics:* Planning process studies; effectiveness studies; work optimization studies; workload and file selection studies; profile analysis; trend analysis studies. *Program Record Number:* RCT LIA 116

Other International Matters

Description: Information on relations with the Department of External Affairs, other governments, taxpayers (both domestic and foreign) and international organizations, on matters not covered under other program records. *Topics:* Sovereign immunity and non-resident problems; international joint programs; Commonwealth Association of Tax Administrators (CATA); Organization for Economic and Co-operative Development (OECD); Centro Interamericano de Administradores Tributarios (CIAT). *Program Record Number:* RCT LIA 076

Proposed and Enacted Amendments

Description: Information on memoranda, discussion papers and other background material in connection with proposed amendments. This material is maintained in confidential files until each amendment is passed by Parliament. *Topics:* Correspondence and liaison memoranda with other divisions, the Department of Finance and other government departments; subject matter files, by section of the Income Tax Act, containing all material related to a given amendment. *Program Record Number:* RCT LIA 037

Provincial Information

Description: Information on dealings with the Department of Finance, provincial governments, and other divisions within the Department on the administration and interpretation of the law, collection agreements and changes to provincial law. *Topics:* Exchange of information with provinces regarding individual taxpayers; interpretation of federal and provincial income tax acts; provincial budget changes, proposed and enacted; interpretation of collection agreements; administration of collection agreements. *Program Record Number:* RCT LIA 081

Registered Pension and Deferred Income Plans

Description: Information on the registration, audit and approval of amendments to employees' pension plans (EPPs), deferred profit sharing plans (DPSPs), education savings plans (RESPs), supplementary unemployment benefit plans (SUBPs), retirement savings plans (RRSPs), retirement income funds (RRIFs); registered investments (RIs); approval of special payments to employee pension plans; and the development of forms and information circulars. *Topics:* Research and subject files on specific provisions concerning EPPs, DPSPs, RESPs, SUBPs, RRSPs, RRIFs and RIs (contain letters to and from taxpayers); administrative and organizational practices for processing applications for registration and amendments to plans; instructions for the audit of registered pension and deferred income plans; instructions for completing style letters; instructions for completing computer transcripts for ESP system; development and amendment of forms; development and amendment of information circulars. *Program Record Number:* RCT LIA 117

Regulations

Description: Information on memoranda, discussion papers, correspondence and other background material relating to new, or amending existing regulations; copies of Orders-in-Council and schedules thereto, submission letters and communications between the Deputy Minister and the Minister. *Topics:* Liaison with other divisions, departments or agencies; subject matter files by part (of regulations) number containing materials related to amendment; chronological file containing master copies of all amendments and communications from the Deputy Minister to the Minister. *Program Record Number:* RCT LIA 038

Social Security Agreements

Description: Information on the negotiation of social security agreements with Quebec and foreign governments in conjunction with Health and Welfare Canada, and the implementation of these agreements. Canada has social security agreements with France, Greece, Italy, Jamaica and Portugal. *Topics:* Negotiations of the agreements; implementation of the agreements. *Program Record Number:* RCT LIA 091

Statistical Services to the Department

Description: Information on forecasts of expected filing patterns of individual income tax returns, and on statistical schemes and consulting services provided to divisions in the Department. *Topics:* Consulting services provided to the Department; statistical services provided to the Department. *Program Record Number:* RCT LIA 111

Statistics – Operation, Control and Release of Data

Description: Information on the objectives, work, duties and responsibilities of the various work groups tabulating statistics; computer program documentation and design; sample designs, data transcription techniques and instructions; database files and record layouts; requests for and releases of data; and data tabulations compiled. *Topics:* Statistics on individuals with various breakdowns by age, sex, occupation, and geographic region; corporation income statistics; trusts and charitable organization statistics; requests for and releases of statistical information by source, personal, corporation and family sample files; statistical sample designs for collecting statistics listed above; listings of agencies legally entitled to taxation data; releases of taxation data to federal and provincial agencies; monthly and quarterly tax collection and tax filing reports; internal administrative statistics on assessments, audits, and post-assessing projects. *Program Record Number:* RCT LIA 106

Tax Treaty Files

Description: Information on the negotiation of all tax treaties including all of the notes and minutes of negotiation meetings. *Topics:* Separate series of files for each set of negotiations with treaty countries, and general files on the interpretation of treaties. Some examples include treaties with Australia, Barbados, Belgium, Israel, Switzerland, the United Kingdom, and the United States. *Program Record Number:* RCT LIA 071

Taxation Research Master Files (Chronological File)

Description: Information authored within Taxation Rulings on technically significant tax law interpretations, income tax rulings, requests for legal opinions in respect of specific sections of the Income Tax Act and Regulations and other related legislation included in the Taxation Rulings files. *Topics:* Subject topics are the same as indicated in RCT LIA 046 except they are filed chronologically on a monthly basis. *Access:* Correspondence is filed chronologically. There is no specific index to these files other than a reference to the date. The confidentiality provisions of the Income Tax Act prevent information concerning individual taxpayers from being disclosed without the written permission of the taxpayers involved. *Program Record Number:* RCT LIA 049

Taxation Research Master Files (Secondary Files)

Description: Information on technically significant tax interpretations, income tax rulings, legal opinions in respect of specific sections of the Income Tax Act, Regulations and other related legislation included in the Taxation Rulings subject matter files. In many cases the taxpayers involved are identified. *Topics:* Subject topics are the same as indicated in RCT LIA 041 except that they contain only the outgoing response to taxpayer enquiries and are filed by section and/or subsection of the Act, e.g., Section 5(1) – income from office or employment, Section 115 – non-residence taxable income earned in Canada, Section 130 – investment corporations. *Access:* Correspondence is filed chronologically under the relevant section or subsection. A card is maintained to assist in locating specific correspondence either under the taxpayer's name and/or that of his or her representative. The confidentiality provisions of the Income Tax Act prevent information concerning specific taxpayers contained in this program record from being disclosed without the written permission of the taxpayers involved. *Program Record Number:* RCT LIA 046

Taxation Rulings – Subject Matter Files (Primary Files)

Description: Correspondence with taxpayers on matters relating to interpretations of the Income Tax Act and Regulations, including copies of advance income tax rulings and requests for technical interpretations. *Topics:* Subject files are broken down into specific subject topics as listed in the index to the Income Tax Act and Regulations and related legislation, e.g., income from office or employment, capital cost allowances, gifts, dividends, property, deceased taxpayers, expenses. Files contain both the incoming taxpayer enquiry and the outgoing response. *Access:* Correspondence is filed chronologically under the relevant topic. A card index is maintained to assist in locating specific correspondence either under the taxpayer's name and/or that of his or her representative. The confidentiality provisions of the Income Tax Act prevent information contained in this program record concerning specific taxpayers from being disclosed without the written permission of the taxpayers involved. *Program Record Number:* RCT LIA 041

■ Taxation Programs Branch

Assessing and Enquiries Programs – Budget Coordination

Description: Information on program forecasts and budgets of assessing operations in head office, district offices and taxation centres; development and implementation of work and quality standards and of production and resource-utilization systems. *Topics:* Liaison with other departments and head office divisions; manpower resource allocation and utilization directives to field offices; budgets and programs – forecasts, allocations, results, evaluation and systems. *Program Record Number:* RCT TPB 121

Audit File Selection and Computer Application

Description: Information on the planning and control of national audit file selection programs; computer-based audit selection systems (COMSCREEN, BFICS); computerized audit reporting systems; program tests in district offices and assistance provided to audit on computer applications;computer-assisted audit programs. *Topics:* Selection of files for audit by manual screening; selection of files for audit by computer screening; development of computerized file selection methods; comparative analyses of computer and non-computer selection processes; planning development and control of computer systems for recording audit results (T20ST system); statistical sampling techniques for use on tax audits; computer-assisted audit techniques. *Program Record Number:* RCT TPB 196

Audit Operations Evaluation

Description: Information on audit production reports; analysis of audit results; and evaluation of district office audit operations. *Topics:* Evaluation criteria; statistical analyses of audit production reports; follow-up of management audit reports relating to audit operations. *Program Record Number:* RCT TPB 211

Audit Programs – Planning, Development and Control of Programs; Resource Allocation

Description: Information on audit organization, objectives, coverage, work programs, allocation of resources and budget preparation, as well as administrative policy. *Topics:* Planning and development of national audit programs; allocation of resources and budget preparation; instructions for processing completed audits and recording results; district office organization for audit positions; liaison with other head office divisions and district offices; tax statistics and corporate histories of public corporations; audit statistics of large corporations. *Program Record Number:* RCT TPB 193

Audit Publications

Description: Information on the preparation, coordination, publication and maintenance of manuals, handbooks, guidelines and other directives for the Audit Directorate; planning, development and presentation of technical training courses and seminars. *Topics:* Specific research files on each Taxation Operations Manual, handbook, information circular, branch letter, communiqué, and public and internal forms relating to audit; specific files on training courses and seminars; indexed reference manuals, handbooks and publications to sections of the Income Tax Act and Regulations; departmental policy. *Program Record Number:* RCT TPB 226

Audit Research

Description: Information on the development of guidelines and techniques used to audit individuals, trusts, plans, business operations and specialized industries. *Topics:* Audit techniques for small, medium and large businesses; studies of specific industries and industry-wide tax audits; inter-company pricing referrals; industry specialist program. *Program Record Number:* RCT TPB 216

Business Equity Valuations and Real Estate Appraisals

Description: Information on valuation and appraisal policy, procedures, budgets, work programs, and technical, operational and administrative guidance to field offices. *Topics:* Miscellaneous programs and special projects; administrative and operational practices pertaining to file selections, reviews, appeals and tax calculations; operational and financial data with certain applications including landbanks; technical application of interpretations relating to valuations and appraisals for individual cases; provincial assessment information. *Program Record Number:* RCT TPB 231

Collections

Description: Information on the planning and development of work programs; policies and procedures dealing with delinquent taxpayers' accounts; development of departmental internal and public forms and transcripts; monitoring procedures and techniques, and statistical data; review of computer-based operational processing systems; information on the technical application of the interpretations regarding collection of income tax, Canada Pension Plan contributions and unemployment insurance premiums. *Topics:* Collection cases (individual and corporate); statistics (computer data on computer-based systems, e.g. PAYDAC, CINDAC, CORPAC);Auditor-General queries; case law; demands for payments; collection programs; collections (general matters pertaining to collection of accounts); federal acts affecting collection techniques; collection and control of petroleum and gas revenues and/or royalties subject to taxation; monitoring of collections activities; uncollectible debt reviews. *Program Record Number:* RCT TPB 190

Competent Authority Double Taxation Cases

Description: Information on the resolution of double taxation cases where both parties to a treaty may be proposing to tax the same income or have already taxed it (an effort is made to resolve the problem between the two governments pursuant to provisions in the treaty); information on international joint audits. *Topics:* Separate case files for each competent authority request; case files for each simultaneous audit. *Program Record Number:* RCT TPB 261

Compliance Research

Description: Information on policy and objectives for a research program on compliance with the requirements of the Income Tax Act. *Topics:* Liaison with other departments and organizations, public and private; policy formulation and revision. *Program Record Number:* RCT TPB 268

Coverage Policy and Legislation

Description: Information on departmental policy and procedures in all areas pertaining to coverage under the Canada Pension Plan and Unemployment Insurance Act and under the Administrative Arrangement related to the Social Security Reciprocal Agreements; operational and administrative guidance to field offices; research on Canada Pension Plan and Unemployment Insurance legislation; provisions of the Income Tax Act concerning source deductions and related regulations; planning and development of tax, Canada Pension Plan and unemployment insurance tables. *Topics:* Taxability, pensionability and insurability of payments and status of individuals and employers; records of earnings and reports on monitoring visits and statistics; tax and Canada Pension Plan and unemployment insurance tables. *Program Record Number:* RCT TPB 187

Goods and Services Tax Credit (GSTC) Programs

Description: Information on policies, procedures, budgets, work programs, communications activities as well as statistics related to the development, implementation and operation of this program. *Topics:* Policy and programs implementation, forms, budgets and training material development, systems requirements, statistics on intake and production, communication activities, correspondence with district offices, taxation centres and individual tax filers on a variety of operational and procedural matters. ***Program Record Number:*** RCT TPB 222

Inquiries and Taxpayer Assistance Program

Description: Information on the planning, control and monitoring of information programs on T1 (individual), T2 (corporation) and T3 (trust) income tax returns; the publication of guides, circulars and booklets for use by the general public; administrative policy and technical interpretations. *Topics:* Administrative application of interpretations of the Income Tax Act concerning reporting requirements for individuals, corporations and trusts; consultations with provinces on the content of information materials concerning provincial taxes, rebates, royalties and credits, both for public and departmental use; estimates and budgets; evaluation reports; person-year utilization; functional audits; suggestions for improvements to guides and booklets; administrative and operational communications to and from field operations; job descriptions; organization structures. ***Program Record Number:*** RCT TPB 141

Judicial Processes

Description: Information on legal guidance related to the preparation of cases for court; case library; legal interpretations and jurisprudence arising from trials. *Topics:* Liaison with district offices and Department of Justice; court rulings and judgements; legal interpretations; review of cases; court hearings; commissions. (Portions of this program record pertains to Personal Information Bank RCT PPU 030 Tax Evasion Cases). When accessing information in this program record, please quote the "case name". ***Program Record Number:*** RCT TPB 263

Management Services

Description: Information on Special Investigations coverage and work programs; production reports; statistical analysis of the special investigations activity and evaluation of district office operations. *Topics:* Liaison with other head office divisions and district offices; information and measurement systems; special investigation evaluation, results and statistics; production control. ***Program Record Number:*** RCT TPB 265

Non-compliance Research – Audit Projects Development and Coordination

Description: Information on the reporting and coordination of audit projects on a national scale; research and identification of areas suitable for project activity; development of sources of information; collection, analysis, evaluation and dissemination of economic data on specific groups or classes of taxpayers; authorized exchanges of information. *Topics:* Audit techniques on specific projects; information on the results of each project on a national, regional and district office basis; sources and types of information; exchanges of information with other government institutions. ***Program Record Number:*** RCT TPB 201

Non-filers or Late Tax Filers

Description: Information on computerized programs for action against delinquent taxpayers; the objectives, work, duties and responsibilities of the Identification and Compliance Section and compliance Units; interdepartmental referral selection and investigation of late and non-filers; special projects; matching third-party information to income tax returns for the purpose of verifying income. *Topics:* Delinquent action – individuals, corporations, estate and trusts; application of penalties for repeated failures and false statements or omissions (sub-sections 163(1) and 163(2) of the Income Tax Act), assessments raised under 152(7) of the Income Tax Act; bankrupt filers, computerized delinquent action system (DELPAC) and other late and non-filer reporting system (ICIS,T2 DELPAC); prosecution for failure to file income tax returns, special delinquent action projects, identification of non-filers, methods of obtaining compliance, and non-filers reporting system, other third-party information sources. ***Program Record Number:*** RCT TPB 181

Policy Formulation and Staff Development

Description: Information on Special Investigations policy, objectives and technical training for criminal investigations. *Topics:* Liaison with other departments, head office divisions and district and regional offices; policy formulation and revision; technical training in criminal investigations. (Personal Information Bank RCT PPU 030 Tax Evasion Cases, is applicable to the subject of technical training only.) ***Program Record Number:*** RCT TPB 262

Programs Operations

Description: Information on technical assistance to district offices on special investigations; case development and file review; search warrant requests; compliance projects; organized crime operations and publicity; and legal requirements of unnamed taxpayers. *Topics:* Liaison with provincial and foreign governments, federal departments, head office divisions and district offices; case files and reports; coordination of special investigations projects; search authorities and retention orders; voluntary disclosures and informants' tax leads; financial information (in district offices) relating to criminal illegal activities; publicity on completed investigations. (All records in this class, except for publicity on completed investigations, pertain to Personal Information Bank RCT PPU 030 Tax Evasion Cases.) When accessing information contained in this program record, please quote the "case name". ***Program Record Number:*** RCT TPB 264

Registry Programs and Procedures

Description: Information on the planning, control and monitoring of programs related to the taxpayer master file system and subsidiary systems; on storage and retrieval of returns through the on-line computerized charge-out system; on the internal file service to district offices and taxation centres; and on the security of returns and on-line data. *Topics:* Individual taxpayer master file system (TAPMA), RCT PPU 040, which includes the following applications: Income and Deductions (INCDED), TAPMA Ident, forward averaging amounts, refund cheque number, Summary of T1 Data, Intercept Display, Income and Deduction Print (INCDED), TAPMA Print; Action Request – Delinquent Action, Set (or Down) Intercept, Set (or Down) RAP Inhibit, Select TAMPA Master for on-line display, Set (or Delete) CINDAC Stall Code; TI Alpha Search Taxroll plans and programs; Social Insurance Number Query Program; discounters; refund inquiries and tracing; public and internal forms review; security; the National Archives of Canada (NARC) liaison; confidentiality of income tax returns. *Program Record Number:* RCT TPB 171

Research Operations

Description: Information on technical, financial and statistical compliance research projects. *Topics:* Liaison with federal, provincial and foreign governments; data accumulation, interpretation and application to project requirements; recommendations for statutory revisions. *Program Record Number:* RCT TPB 267

Revenue Programs

Description: Information on the development and implementation of accounting and revenue-control systems for corporate, individual, trust, resident and non-resident accounts; information contained in the general and subsidiary ledgers; systems and procedures for calculating and reporting interest; accounts receivable, including cash payments of tax and refund and assessments; instalment payments; prepayments of child tax credits; evaluation of programs and monitoring of operational units. *Topics:* Family Orders and Agreements Enforcement Assistance Act pertaining to the withholding of overpayments issued under sections 164 and 216 of the Income Tax Act and the transfer of such funds to the Department of Justice when so advised; related computer and manual operations; correspondence with taxpayers and the Department of Justice; the Income Tax Act and the Petroleum and Gas Revenue Tax Act pertaining to the calculation of interest and penalties; refunds, interest and penalties (correspondence with taxpayers); payment of tax (correspondence with taxpayers); monitoring visit reports; computer operations – general, reports and source documents on processing of financial transactions; matters pertaining to various aspects of operations. *Program Record Number:* RCT TPB 192

Source Deductions

Description: Information on the planning and development of payroll audit policy and procedures; operational and administrative guidance to field offices; development of departmental internal and public forms and transcripts; monitoring procedures, techniques and statistical data; review of computer-based operational processing systems including IPS (Information Processing System); development of administrative and enforcement policy and procedures for all deductions at source (manual or computerized). *Topics:* Data relating to prosecutions (failure to remit deductions at source); processing and verification of information returns; source deductions programs; payroll audits; withholding, remitting and reporting; monitoring of source deductions activities; operational and administrative communications to field operations. *Program Record Number:* RCT TPB 188

T1 Individual Income Tax Returns – Initial Assessment Program

Description: Information on the planning, control and monitoring of the T1 initial assessment programs; the publication of the T1 (individual tax return) Return Tax Form and related schedules; systems, procedures and policies designed to verify the accuracy of individual returns and to issue notices of assessment. *Topics:* Estimates and budgets; evaluation reports; person-year utilization; functional audits; operational and administrative communications to and from field operations, head office divisions and other departments; tax preparers and issuers of receipts form approvals; consultations, negotiations and proposals on provincial taxes, rebates, royalties and credits; T1 initial assessment and reassessment system – computerized and manual; job descriptions; organizational structures. *Program Record Number:* RCT TPB 126

T1 Individual Income Tax Returns – Reassessment Program

Description: Information on the planning, control and monitoring of T1 individual income tax returns reassessment programs; systems, procedures and policies established for determining necessary adjustments to previously assessed individual tax returns and for issuing notices of reassessment. Adjustment may result from additional information submitted by taxpayers or from further verification of returns initiated by the Department. *Topics:* Estimates and budgets; evaluation reports, person-year utilization; functional audits; operational and administrative communications to and from field operations, head office divisions and other departments; T1 compliance verification systems – computerized and manual; consultations and negotiations with provinces on the verification of provincial taxes assessed, rebates, royalties and credits for individuals; job descriptions; organization structures. *Program Record Number:* RCT TPB 131

T2 and Information Returns

Description: Information on the planning, control and monitoring of programs related to the corporation master file system; on filing requirements and processing procedures for third party information returns; corporation master file system (CORPAC); on storage and retrieval of returns through the on-line computerized charge-out system and security of on-line data. *Topics:* T2 Alpha Search; T2 Creates; T2 Auto Creates; amalgamations; dissolutions; surname; filing requirements and policy relative to late filing penalties on information returns (T3 trust), T3D deferred profit sharing plan or revoked plan information return and income tax return, T3P employees pension plan information return and income tax return, T3S supplementary unemployment benefit plan information return and income tax return, T3H-IND registered home ownership savings plan individual information return and income tax return, T3R-IND registered retirement savings plan individual information return and income tax return, T3-RIF-IND registered retirement income fund individual information return and income tax return, T3RI registered investment information return and income tax return, T4PS return of allocations and payments under employees' profit sharing plan, T1-CP return regarding certified feature productions and certified short productions and T5 summary return of investment income, petroleum and gas procedures, tax returns (PGRT1 and PGRT5) filing requirements; use of Social Insurance Numbers; record rescheduling, third party information; MURBs; microform control. ***Program Record Number:*** RCT TPB 176

T2 (Corporate) Initial Assessment Program, T2 (Corporate) Reassessment Program

Description: Information on the planning, control and monitoring of T2 (corporate tax returns), assessment and reassessment programs; systems, procedures and related policies designed to check the accuracy of corporation returns, to determine adjustments required and to issue notices of assessment or reassessment. ***Topics:*** T2 assessment and reassessment – computerized and manual; T2 compliance – verification system – computerized and manual; directives to field offices on the interpretation of policies and procedures; operational and administrative communications with field offices, head office divisions and other government departments; reports evaluating field offices; assessment and reassessment of T2 returns; consultations and negotiations with provinces on the administration of proposed legislation and on the assessment and post-assessment verification of provincial taxes, rebates, royalties, and credits for corporations. ***Program Record Number:*** RCT TPB 136

T3 Trust Income Tax Returns, Special Elective Returns, and Petroleum and Gas Revenue Tax Returns

Description: Information on the planning and implementation of national mandatory programs involving the examination, assessment, reassessment and processing of T3 General Trust Returns (T3s), Special Elective Returns (SERs) and Petroleum and Gas Revenue Tax Returns (PGRTRs); development of computerized and manual systems of procedures, policies, instructions and internal or taxpayer contact forms to process these returns, and reports on their progress and results; design, content and format of the returns, schedules, supporting forms and instructional guides. ***Topics:*** T3, SERs, PGRT assessment and reassessment, manual verification and processing systems; directives to field offices on policies and procedures; operational and administrative communications with field offices, other Head Office divisions and other government departments. ***Program Record Number:*** RCT TPB 139

Tax Avoidance

Description: Information on the objectives, duties and responsibilities of the tax avoidance section; on tax avoidance schemes and arrangements; on the referral, selection, investigation and appeal of cases; on case material; and on jurisprudence arising from case trials. ***Topics:*** Tax avoidance – general; rejected referrals; reserves; offshore companies; inter vivos trusts; motion picture films; videotapes; leverage leasing; resource industry financing; income splitting; loss companies; cattle-feeding operations; dividend stripping; developer/agencies; control from Canadian residents to non-residents; registered retirement savings plans (RRSPs); interest income and dividends; offshore insurance tax havens; professional sports; commissions to non-resident agents; management and personal corporations; multi-unit residential buildings (MURBs); commodity futures – straddles; selective dividends on special shares and artificial reduction of capital gains: associated corporations; Part II Tax. ***Note:*** This program record contains information relating to Personal Information Bank RCT PPU 035 Tax Avoidance Cases. ***Program Record Number:*** RCT TPB 256

Taxation Corporation Assessing, Accounting and Collections Master File (CORPAC)

Description: Information on assessing and accounting for corporate taxpayers. The ongoing master file is updated continuously. At year-end, inactive records are purged and maintained on a microfilm for historical purposes. ***Topics:*** Computerized tax remittances from corporations; assessment and reassessment and accounting data for specific tax years; statistical information. ***Program Record Number:*** RCT TPB 191

Technical Applications, Reassessing Policies and Procedures

Description: Information on audit policy and procedures; the technical application of interpretations of the Income Tax Act and Regulations and departmental policy affecting the audit of income tax returns of corporations, trusts and self-employed individuals; technical enquiries received from district offices and taxpayers. ***Topics:*** Information on specific applications governing the reporting of revenue, costs, expenses and allowances by corporate and unincorporated businesses; operational and administrative communications to field operations; analysis of enquiries on the application of legislation. ***Program Record Number:*** RCT TPB 221

Technical Research and Non-Resident Tax

Description: Information on the technical application of interpretations regarding benefits and allowances under the Income Tax Act, and application of the Income Tax Act as it pertains to non-residents; recommendations for legislative changes; technical and administrative guidance to field offices; development of departmental, internal and public forms. ***Topics:*** Taxability of benefits and allowances; projects and enquiries (internal and public); technical application of the Income Tax Act as it pertains to non-residents and of Income Tax Regulation 105 as it applies to non-residents rendering services in Canada under Part I of the Act; summary of remuneration paid (T4A-NR return); return of amounts paid or credited to non-residents of Canada (NR4B return); information return – fisherman (T4F return); returns of allocations and payments under employee profit-sharing plan (T4SP). ***Program Record Number:*** RCT TPB 189

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting
Administration
Administrative and Management Services
Budgets
Buildings and Properties
Buildings
Classification of Positions
Employment and Staffing
Equipment and Supplies
Finance
Furniture and Furnishings
Human Resources
Lands
Occupational Health, Safety and Welfare
Office Appliances
Official Languages
Pensions and Insurance
Personnel
Procurement
Salaries and Wages
Staff Relations
Training and Development
Utilities

Personal Information Banks

Access Request Data Bank

Description: This bank contains the access request forms submitted by individuals requesting access to information under the Privacy Act or the Access to Information Act, the replies to such requests and information pertaining to their processing. Access will not be permitted without the necessary authorization and/or proof of identification and signature. *Class of Individuals:* Individuals submitting requests under the Privacy Act and Access to Information Act for access to information held by the Department of National Revenue (Taxation). *Purpose:* Information is used for processing access requests only, and to report on the number of access requests received annually. *Retention and Disposal Standards:* Files are kept for two years. *TBS Registration:* 002022 *Bank Number:* RCT PPU 105

Advance Child Tax Credit (ACTC) Data Bank

Description: This data bank contains information on the taxpayers who meet the eligibility criteria for a prepayment cheque. It contains the information used to determine an individual's eligibility and the reasons why a cheque may have been withheld (e.g., debt owing to the Department, bankruptcy). In addition, it records any subsequent activity on an individual's ACTC account (e.g., cheque returned to the Department, additional cheque issued). *Class of Individuals:* Individual taxpayers. *Purpose:* The purpose of this bank is to provide an up-to-date record of all the activities on an individual's ACTC account. *Consistent Uses:* This data bank enables the field staff, who is the principal user of the system, to reply to taxpayer's enquiries accurately and in a reasonable period of time. *Retention and Disposal Standards:* The information on the database will be maintained for a five-year period. *TBS Registration:* 002205 *Bank Number:* RCT PPU 062

Appeals Regarding the Canada Pension Plan and the Unemployment Insurance Act

Description: This bank contains records of applications for the determination of a question related to the pensionability and insurability of employments or appeals against assessments payable by employers under the Unemployment Insurance Act and the Canada Pension Plan and income tax assessment under objection on related matters. The bank may also contain lists of workers' names, addresses and Social Insurance Numbers as well as the amounts of pensionable and/or insurable earnings. Bank contents include the resulting decisions by the Minister of National Revenue, documentary evidence supporting each decision and any subsequent appeals. *Class of Individuals:* Persons disagreeing with the Minister's decision. *Purpose:* Determine the pensionability and insurability of employments under the unemployment Insurance Act and the Canada Pension Plan. *Consistent Uses:* Lists of workers and their respective insurance earnings are provided to the Canada Employment and Immigration Commission for purposes of the administration of the Unemployment Insurance Act. *Storage Medium:* Paper. *Retention and Disposal Standards:* Two years. *TBS Registration:* 002770 *Bank Number:* RCT PPU 130

Canada Pension Plan and Unemployment Insurance Rulings Documents

Description: This bank contains departmental forms such as CPT-1, CPT-1A, CPT-1B, CPT-1C, working papers, and related documents such as contracts, statements from workers and payors, etc., that were used in making each individual ruling. Access will not be permitted without the necessary authorization and/or proof of identification, including a Social Insurance Number and signature. *Class of Individuals:* Individual workers and employers. *Purpose:* The purpose of this bank is to record rulings issued by Revenue Canada (Taxation) officials as to whether individuals are in pensionable or insurable employment under the Canada Pension Plan or the Unemployment Insurance Act, 1971, respectively. This has a direct effect on the individual's entitlements to unemployment insurance benefits and eventual Canada Pension Plan benefits, and the related premium and contribution payments. *Retention and Disposal Standards:* Records are maintained for a period of three years (the current year and two preceding years). *TBS Registration:* 002020 *Bank Number:* RCT PPU 070

Complaints and Representations Bank

Description: The bank contains the name, address, and telephone number of the person and agent, if any, lodging the complaint or making a representation with respect to any matter within the powers of the Department. Access will be provided upon proof of identification carrying the individual's name, address and Social Insurance Number and/or, in the case of a representative, proof of authorization. ***Class of Individuals:*** Individuals who lodge complaints with, or make representations to, the Deputy Minister. ***Purpose:*** The purpose of this bank is to maintain a record of the complaints lodged with, or representations made to, the Deputy Minister, and which have been registered in his office with respect to any matter within the powers of the department. ***Retention and Disposal Standards:*** Manual files are retained for eight years. ***TBS Registration:*** 002023 ***Bank Number:*** RCT PPU 110

Financial Accounting Records

This bank contains the professional service contracts entered into by any of the Revenue Canada (Taxation) head office branches and the billings related thereto. The purpose of this bank is to record the payment of fees related to professional service contracts. It is used to support the payment of fees under these contracts. Access to these records will be provided upon adequate proof of identification and/or authority and the service contract number. Records in this bank are maintained for seven years. ***Bank Number:*** RCT PPU 095

Goods and Services Tax Credit (GSTC) Data Bank

Description: This data bank contains T1-GSTC, Federal Goods and Services Tax Credit application form information. It contains the information used to determine an indivudual's eligibility, all applicable financial transactions and the reasons why a cheque may have been withheld (e.g. Debt owing to the department, bankruptcy, deceased). In addition, it records any subsequent activity on an individuals GSTC account (e.g. cheque returned to the department, additional cheque issued). ***Class of Individuals:*** Individual Tax Filers. ***Purpose:*** The purpose of this bank is to provide an accurate record of all the activities on an individuals GSTC account for each tax year. ***Consistent Uses:*** This data bank enables departmental field staff, who are the principle users of the system, to reply to Tax Filers's enquiries accurately and quickly thereby increasing the level of service to tax filers. ***Retention and Disposal Standards:*** The information on the active data base will be retained for a four year period. ***TBS Registration:*** 003016 ***Bank Number:*** RCT PPU 140

Individual Income Tax Return

Description: This bank contains all information supplied by the taxpayer on the taxpayer's annual income tax return, as well as correspondence, third-party information and departmental working papers relating thereto. Access will not be permitted without authority and/or adequate proof of identification, including a Social Insurance Number and signature. ***Class of Individuals:*** Taxpayers. ***Purpose:*** The purpose of this bank is to provide financial information required in the administration and enforcement of the Income Tax Act and Regulations of Canada and nine provinces, parts of the Canada Pension Plan, and the Unemployment Insurance Act and Regulations, for which this department is responsible. ***Consistent Uses:*** The principal use of this bank is to support the audit programs, enforcement procedures, and collection actions required, and to respond to taxpayers' enquiries regarding their income tax affairs. Use of selected information from this bank is made by Statistics Canada in light of entitlement prescribed in the Statistics Act, and by Consumer and Corporate Affairs Canada as prescribed in the Tax Rebate Discounting Act. Information received from employers and other sources is used to verify, for subsequent adjustment where necessary, income and deduction data reported by a taxpayer. ***Retention and Disposal Standards:*** Tax returns of all taxpayers are retained for the current tax year and the three taxation years immediately prior. ***TBS Registration:*** 002014 ***Bank Number:*** RCT PPU 005

Non-Compliance Identification Research Data

This bank contains information relating to financial transactions of individuals, including names and addresses. It is used to assist in audit, investigative and other compliance actions taken under the Income Tax Act. The purpose is to (1) detect non-filers of income tax and information returns and (2) confirm the correctness of reported taxable income. The information includes publicly available data obtained from federal, provincial and municipal governments, such as lists of shipping, Canadian civil aircraft registrations, municipal building permits, business licences, and business and city directories. It also includes information on some federal government subsidy and incentive programs, as well as information obtained in confidence from a variety of other sources in the public sector, such as marketing and distribution boards, colleges, and school boards. Some information is also obtained from the business and commercial sector regarding the purchase of goods and services, such as delivery of raw materials, removal of waste products, provision of security services and free-lance professional and administrative services. When the information described above is first collected, it is included in the Class of Personal Information described subsequently in this part of the Personal Information Index. Once organized for a compliance action, this personal information becomes part of this bank and is normally retrievable by name and some other personal identifier. Some of the information in this bank may subsequently be transferred to other established personal information banks. Access will not be permitted without the necessary authority and/or adequate proof of identification including a Social Insurance Number and signature. The retention period varies according to the record schedules of the general subject files in which they are stored. ***Bank Number:*** RCT PPU 025

NR4-NR4A Summary and Supplementary — Non-Resident Information Returns

Description: This bank contains information returns, i.e. NR-4, NR-4A, NR-601, NR-602, and undertakings to file income tax returns by non-residents, receiving rents from real estate property or receiving a timber royalty, i.e. NR-6, and documents to support an assessment notice to the Canadian payor or the non-resident recipient. Access will not be permitted without the necessary authorization and/or adequate proof of identification including a Social Insurance Number and signature. ***Class of Individuals:***

Canadian payors making payments to non-resident beneficial owners of investment type income in Canada, including pensions, annuities and similar payments. *Purpose:* The purpose of this bank is to maintain information returns filed by Canadian payors or disbursing agents who report income aggregating ten dollars or more, paid, credited or distributed to non-residents of Canada, which are taxable/non-taxable under Part XIII of the Income Tax Act. ***Consistent Uses:*** These records are also used for the purpose of verification of and compliance with the administrative requirements of Part XIII of the Income Tax Act. ***Retention and Disposal Standards:*** Records are maintained for a period of three years (current year and two preceding years). ***TBS Registration:*** 002019 ***Bank Number:*** RCT PPU 065

Payroll Audits

Description: This bank consists of completed payroll audits of employers on forms PD83; forms PD83-B-1, "Statement of Account"; auditors' working papers; form PD83-COLL (collection memo) listing assets, liabilities and ownership information; and forms PD82, "Request for Audit", and the supporting data for the request. Access will not be permitted without the necessary authorization and adequate proof of identification, including a Social Insurance Number and signature. ***Class of Individuals:*** Individuals, proprietorships and partnerships. ***Purpose:*** The purpose of obtaining this information is to ensure that employers properly deduct, remit and report amounts required to be withheld for income tax, Canada Pension Plan and unemployment insurance; to verify that matching contributions are made by employers; and to assess, where applicable, any deficiency. ***Consistent Uses:*** The information could be used as evidence for prosecution purposes in cases where delinquent action by employers has given rise to prosecution action. ***Retention and Disposal Standards:*** Information held in this bank is retained for two years after the last transaction. ***TBS Registration:*** 001948 ***Bank Number:*** RCT PPU 120

Petroleum and Gas Production Revenue Tax Accounts

Description: This data bank, which is maintained in the Ottawa Taxation Centre, contains records of all payments of Part 1 Tax, and all interest and penalties assessed in accordance with the requirements of the Petroleum and Gas Revenue Tax Act. This information is recorded on ledger cards. ***Class of Individuals:*** Individual taxpayers. ***Purpose:*** The purpose of this bank is to establish and maintain an up-to-date accounting record of transactions relating to the administration of the Petroleum and Gas Revenue Tax. ***Consistent Uses:*** Collection account advices, containing ledger card information, are prepared for district office collection officers to reference when enforcing payment of taxes by delinquent taxpayers. Access to information pertaining to these accounts will be permitted when adequate proof of identification is provided, e.g., an account number, signature and/or authorization from the taxpayer. ***Retention and Disposal Standards:*** Ledger cards are maintained for five years subsequent to the account becoming nil. ***TBS Registration:*** 002203 ***Bank Number:*** RCT PPU 060

Petroleum and Gas Revenue Tax Return

This bank contains all information supplied by the taxpayer on his or her annual Petroleum and Gas Revenue Tax Return, as well as correspondence, third-party information and departmental working papers relating thereto. The taxpayer may be an individual, a trust, a corporation or some other business entity. The purpose of this bank is to provide financial information required in the administration and enforcement of the Petroleum and Gas Revenue Tax Act. These returns are retained for the current tax year and the four taxation years immediately prior. The principal use of this bank is to support the audit programs, enforcement procedures, and collections actions required, and to respond to the relevant taxpayers' enquiries regarding their petroleum and gas revenue tax affairs. Access will not be permitted without adequate proof of identification, including account number, signature and/or authority. Records in this bank are retained for five years. ***Bank Number:*** RCT PPU 010

Problem Resolution Program

Description: This bank contains the names, telephone numbers and Social Insurance Numbers of taxpayers whose problems have been referred to the Problem Resolution Co-ordinator in one of the Department's 37 district offices. It also includes descriptions of the problems, and the action taken to resolve them. Access will be provided upon proof of identification carrying the individual's name, address and Social Insurance Number and/or, in the case of a representative, proof of authorization. ***Class of Individuals:*** Canadian taxpayers. ***Purpose:*** The purpose of this information bank is to store information and analyze problem trends. ***Consistent Uses:*** This bank is also used for the compilation of statistics concerning problem trends. ***Retention and Disposal Standards:*** Records are retained for two years. ***TBS Registration:*** 002024 ***Bank Number:*** RCT PPU 115

Retirement Compensation Arrangements Refundable Tax Accounts

Description: This data bank, which is maintained in the Winnipeg Taxation Centre, contains records of all payments and assessments of Part XI.3 Tax, including all interest and penalties assessed in accordance with the requirements of the Income Tax Act. This information is recorded on ledger cards. ***Class of Individuals:*** Individual taxpayers. ***Purpose:*** The purpose of this bank is to establish and maintain an up-to-date accounting record of transactions related to the administration of the Income Tax Act, specifically Part XI.3. ***Consistent Uses:*** Collection Account Advices, containing ledger card information, are prepared for District Office collections officers to reference when enforcing payment of taxes by delinquent taxpayers. Access to information pertaining to these accounts will be permitted when adequate proof of identification is provided, e.g., account number, signature and/or authorization from the taxpayer. ***Retention and Disposal Standards:*** Ledger cards are maintained for six years subsequent to the accounts becoming nil. ***TBS Registration:*** 002204 ***Bank Number:*** RCT PPU 061

Review and Control

Description: This bank consists of employer accounts and records of financial and non-financial transactions related to the withholding, remitting and reporting of employees' deductions of Income Tax, Canada Pension Plan and Unemployment Insurance. This includes assessments levied for unremitted amounts including interest and penalties. Access will not be permitted without adequate proof of identification, including Social Insurance Number, signature and/or authority. ***Class of Individuals:*** Individuals, proprietorships and partnerships. ***Purpose:*** This bank serves as a record of all accounting transactions with respect to the employees' deductions and the employers' remittances and reconciliation. The bank is maintained to complete post-routine balancing and enforcement activities between the employer and the Department. ***Consistent Uses:*** The account record is required in order to process CPP/UI adjustments and refunds and to assist in updating records of earnings and confirm the insurability of certain workers with other federal departments such as the Department of National Health and Welfare and the Department of Employment and Immigration. ***Retention and Disposal Standards:*** Information in this bank is retained for two years after the last transaction. ***TBS Registration:*** 001949 ***Bank Number:*** RCT PPU 125

Security Investigations

Description: Contains investigative reports and correspondence with respect to security incidents and allegations and threats against employees. ***Class of Individuals:*** Current or former employees and taxpayers. ***Purpose:*** The information is compiled to carry out necessary investigations and may be shared with other investigative agencies and/or police departments. ***Consistent Uses:*** Used to inform the Deputy Minister of security incidents and allegations and threats against employees. ***Retention and Disposal Standards:*** Records are retained for five years. ***Storage Medium:*** 98% paper. 2% machine readable. ***TBS Registration:*** 002771 ***Bank Number:*** RCT PPU 135

Special Returns by Plan Trusts (T3R-IND, T3H-IND, T3RIF-IND)

The purpose of this bank is to maintain T3R-IND, Registered Retirement Savings Plan Individual Information Return and Income Tax Return filed by trustees of such plans, other than plans whose filing requirements are met by the filing of a T3R-G return; T3H-IND, Registered Home Ownership Savings Plan Individual Information Return and Income Tax Return, filed by trustees of such plans; and T3RIF-IND, Registered Retirement Income Fund Individual Return and Income Tax Return filed by trustees of such plans, other than plans whose filing requirements are met by the filing of a T3RIF-G return; and related correspondence. The principal use of this bank is to facilitate the assessment and collection of taxes owed by the trusts, and to support audit programs and enforcement procedures with regard to the investments of the trusts. Access will be permitted with adequate proof of identification, including Social Insurance Number, signature and/or authority. The returns are retained for the current taxation year and the four taxation years immediately prior. ***Bank Number:*** RCT PPU 020

T3 Trust Information Return and Income Tax Return

This bank contains all information supplied by every person acting in a fiduciary capacity, such as executor, trustee or administrator for a trust, as well as correspondence and departmental working papers relating thereto. The purpose of this bank is to provide financial information and enforcement of the Income Tax Act and Regulations, as they relate to a trust. The principal use of this bank is to support the audit programs, enforcement procedures, and/or collection actions required, and to respond to enquiries originating from executors, trustees or administrators of an estate or trust. Access will be permitted with adequate proof of identification, including Social Insurance Number, signature and/or authority. The returns are retained for the current taxation year and the four taxation years immediately prior. ***Bank Number:*** RCT PPU 015

Tax Avoidance Cases

Description: This bank contains information relating to the personal and financial characteristics of taxpayers who are, or have been, under investigation for tax avoidance. Records of the status of active investigations, completed cases and their results and current investigative projects are included. Access will not be permitted without the necessary authority and/or adequate proof of identification, including a Social Insurance Number and signature. ***Class of Individuals:*** Taxpayers who are or have been under investigation for tax avoidance. ***Purpose:*** The information is compiled to discover and investigate tax avoidance schemes and to take remedial action as required, by reassessment under the existing law, by recommending amendments to the law, or by recommending changes in administrative procedures and practices. ***Retention and Disposal Standards:*** Records are maintained for three years after the case is closed or expiration of all appeal periods, whichever is later. ***TBS Registration:*** 002016 ***Bank Number:*** RCT PPU 035

Tax Evasion Cases

Description: This information bank contains information relating to the personal and financial characteristics of taxpayers who are, or have been, under investigation for tax evasion. Records of the status of active investigations, completed cases and their results, current investigative projects, and records of individuals whose files have been referred for application of a penalty under subsection 163(1) of the Income Tax Act are included. ***Class of Individuals:*** Taxpayers who are or have been under investigation for tax evasion. ***Purpose:*** The bank is maintained in order to investigate cases of tax evasion. ***Retention and Disposal Standards:*** The head office records in this bank are maintained for seven years after the case is closed or after the expiration of all appeal periods, whichever is later; the field office records are maintained for ten years. ***TBS Registration:*** 002015 ***Bank Number:*** RCT PPU 030

Taxation Centralized Individual Accounting and Collection Master File

Description: Records maintained in this bank are categorized by status (e.g. credit available, collection letter due) and include all financial transactions between individual taxpayers and the department. Access will not be permitted without adequate proof of identification including Social Insurance Number and/or authority. The ongoing master file is updated continuously. At year-end, inactive records are purged and maintained on a microfiche file for historical purposes. These historical files are not used for ongoing administrative purposes. ***Class of Individuals:*** Individual taxpayers. ***Purpose:*** The purpose of this bank is to account for T1 accounts receivable and instalment credits of individual taxpayers, and to carry out the collection of individual tax, penalty, interest and law costs related thereto. ***Consistent Uses:*** The principal use of this bank is to record amounts owed by individuals or any instalment payments being held for future use. Where applicable, information pertaining to a taxpayer's indebtedness is supplied to the taxpayer's debtors and the courts to facilitate attachment. ***Retention and Disposal Standards:*** The master file is retained for five years after the CINDAC program, and the historical file is retained internally for two calendar years and then forwarded to the National Archives of Canada. ***TBS Registration:*** 002018 ***Bank Number:*** RCT PPU 055

Taxation Centres Recruiting System

Information in the bank includes aptitude test results, marital status, date of birth, indication of any prior experience, language spoken and whether the applicant is a Canadian Armed Forces veteran or an immigrant. This information bank was established to provide the Taxation Centres with a method of controlling, testing, and hiring casual employees each year. Applicants for employment are ranked based on the results of aptitude tests and other criteria. Records in the bank apply only to those individuals who have written the aptitude tests for employment with the Taxation Centres. Access will not be permitted without adequate proof of identification and/or authority. Requesters must specify the Taxation Centre in which they worked or made application for employment. Records are retained for a period of two years. ***Bank Number:*** RCT PPU 100

Taxation Competent Authority Cases

Description: Competent Authority Cases are records of negotiations with foreign countries with respect to double taxation. These files contain information provided by the foreign country, taxation, the taxpayer and/or his agent. Access will be provided upon proof of identification including name, address and Social Insurance Number and/or, in the case of a representative, proof of authorization. ***Class of Individuals:*** Individuals subjected to actual or potential double taxation, related individuals and certain unrelated individuals used for comparative purposes. ***Purpose:*** The information is compiled to discuss and resolve competent authority cases. ***Consistent Uses:*** Information may be used to deal with similar and comparable cases. Information may be disclosed to foreign or provincial governments to the extent that it is relevant in dealing with a particular taxpayer's double taxation problem. ***Retention and Disposal Standards:*** Records in this bank are retained for ten calendar years. ***TBS Registration:*** 002021 ***Bank Number:*** RCT PPU 085

Taxation Rapid Information

This bank contains selected data from the taxpayer master file and the centralized accounting and collections master file, e.g. identification, filing, assessment, refund data and amount, and tax accounting transactions and collection data. Coverage is restricted to individual taxpayers. The purpose of this bank is to provide on-line access from district offices to individual taxpayers' computer records of their tax assessment, accounting and/or collection data. The principal use of this bank is to provide immediate responses to taxpayer enquiries received at any district taxation office. Access will not be permitted without adequate proof of identification, including Social Insurance Number and/or authority. New rapid files are created every calendar year and updated as activity occurs in the "parent" files. Where the new file is created the old file is destroyed. ***Bank Number:*** RCT PPU 045

Taxation Record of Individual Tax Accounts

Description: This bank consists of computer generated printouts, records of delinquent collection cases and information relating to assessments raised by collections. The information contained in the centralized individual accounting and collection system computer file is electronically passed to the Automated Collections and Source Deductions Enforcement System (ACSES). Collection officers note details of actions taken and/or planned based on information gathered from audits, third parties, legal opinions, court actions, personal contact, etc. In cases where such information is voluminous, or necessarily includes the retention of documents, the printout information may be supplemented with a collection file or docket. Access to this information in the ACS will be permitted when there is adequate proof of identification, including Social Insurance Number, signature and/or authority. ***Class of Individuals:*** Individual taxpayers. ***Purpose:*** The purpose of the bank is to maintain records which support and document collection activity. The information is used by collection officers in their enforcement duties regarding payment of taxes in cases where the accounts have been referred to district offices for possible legal action. Information pertaining to a taxpayer's indebtedness may be supplied to the taxpayer's debtors and the courts to facilitate attachment. ***Retention and Disposal Standards:*** Information in this bank is retained for two years after the account is paid in full. ***TBS Registration:*** 002017 ***Bank Number:*** RCT PPU 050

Taxation Rulings Subject Matter Files

This bank contains correspondence received from individuals requesting an interpretation of a section, subsection, etc., of the Income Tax Act or another law related thereto and the replies sent by the Department of National Revenue (Taxation). The purpose of the bank is to file correspondence from and to taxpayers on matters related to the Income Tax Act and Regulations. This bank is used for records retention and maintenance only. Access to a record will be provided upon proof of identification including name, address, signature and Social Insurance Number. In some instances, correspondence may be filed in the name of the taxpayer's representative. In these cases, the name and address of the representative should also be included on the Record Access Request Form. The subject matter and date of the requested correspondence is also required. Records in this bank are maintained for seven years. ***Bank Number:*** RCT PPU 090

Taxation Taxpayer Master File

This bank serves as a depository for taxpayer information (taxpayer account number, name and address, and the last four years of tax data). Access will not be permitted without the necessary authority and/or adequate proof of identification, including a Social Insurance Number and signature. This bank provides statistical data for several analysis and support systems; provides and maintains a uniform account number system for taxpayer identification by using the Temporary Taxation Number, or Social Insurance Number which is used in Canada by the Central Index; and enables Revenue Canada (Taxation) to administer, under the approved authority, the Unemployment Insurance Act and Canada Pension Plan Act. The Social Insurance Number may be used to match information slips filed by employers and payors (such as banks, trustees, executors and administrators) with returns in this bank, for the purpose of income verification and identification of people who have not filed an income tax return. The information in this bank concerns persons who are residents of Canada as of December 31 of each year, have taxable income and are required to file an income tax return. The principal use of this bank is to assess T1 individual tax returns. Identification and income data is provided to Health and Welfare to verify claims for the Guaranteed Income Supplement Program, and to provide a Canada Pension Plan record of earnings. Information is exchanged with the Department of Immigration as provided for under the Canada Pension Plan Act and Unemployment Insurance Act. Use of selected information from this bank is made by Statistics Canada in light of entitlement prescribed in the Statistics Act. ***Bank Number:*** RCT PPU 040

Classes of Personal Information

This class contains information relating to financial transactions of individuals, including names and addresses. It is collected for use in audit, investigative and other compliance actions taken under the Income Tax Act. The purpose of such actions is to (1) detect non-filers of income tax and information returns and (2) confirm the correctness of reported taxable income. The information includes publicly available data obtained from federal, provincial and municipal governments, such as lists of shipping, Canadian civil aircraft registrations, municipal building permits, business licences, and business and city directories. It also includes information on some federal government subsidy and incentive programs, as well as information obtained in confidence from a variety of other sources in the public sector, such as marketing and distribution boards, colleges, and school boards. Some information is also obtained from the business and commercial sector regarding the purchase of goods and services, such as delivery of raw materials, removal of waste products, provision of security services and free-lance professional and administrative services.

When the information described in the foregoing is first collected, it is not organized for retrieval by name or any other personal identifier. When the information is organized, the portion that is relevant to audit, investigative and other compliance actions, is transferred to bank number RCT PPU 025. Any other information is destroyed.

Manuals

- Accounts Correspondence Procedures
- Assessments Control
- Audit
- Audit Review
- Audit Techniques
- Budget and Program Control
- Budgets and Financial Reports
- Canada Pension Plan and Unemployment Insurance Coverage
- Cash
- Cash Processing
- Cash Control
- CINDAC (Centralized Individual Accounting and Collections System)
- Collections
- Computer Output Control System
- COMSCREEN (Procedures for Computerized Audit Selection System)
- Corporation Data Analysis
- Data Capture
- DCOM 57 (CINDAC Mismatch and Combine Procedures)
- DCOM 58 (Procedures for Processing Returned Cheques)
- Department Objectives and Policies
- Departmental File Classification System
- Departmental Security
- Director General
- Document Control
- Enquiries and Information
- Expenditure Processing
- Family Orders and Agreements Enforcement
- Financial Authorities
- General Ledger (General Ledger Procedures in Taxation Centres)
- General Ledger (Revenue Control Accounting)
- IBM PC Operator's Instructions
- Income Tax Agreements
- Information and Public Relations
- Initial Assessing and the Assessing of T1 Returns
- Initial Assessing and Reassessing of T2 Returns
- Initial Assessing and Reassessing of T3 Returns
- Interest Calculations
- Internal Audit and Evaluation

- IPS-Information Processing System
- Mail and Messenger Services
- Management Information
- Matching
- Material Management
- Micrographics
- Mismatch
- Non-Resident Tax
- Objections and Appeals
- PAYDAC Operations (Payroll Deductions System)
- Payroll Audit
- Personnel Management
- Personnel Procedures
- Personnel Records and Budget Systems Procedures
- Petroleum and Gas Revenue Tax
- Premises
- Quality Review
- RAPID (Procedures for IBM Network Terminals)
- Reassessment System
- Records
- Registry – Corporations
- Registry – Individuals
- Registry – Information Returns
- Release of Information
- Requirements for Returns and Information
- Returned Cheques
- Revenue Accounting
- Sorting and Numbering
- Source Deductions Reporting
- Special Investigations
- Statistical Transcribers Algorithm
- Systems Directorate
- Tax Avoidance
- Tax Forms, Printing, Publishing, Distribution, and Forms
- T2 Error Corrections
- T2 Interest Calculation
- T2 Mismatches and Combines
- Tracing
- Valuations and Projects
- Word Processing

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Department and its various programs and services may be directed to:

Communications and Consultations Branch
Revenue Canada, Taxation
88 Metcalfe Street
Ottawa, Ontario
K1A 0L8
(613) 957-3503

Reading Room

In accordance with the Access to Information Act, Revenue Canada, Taxation has established public reading rooms in the following district offices and taxation centres:

Atlantic Region

St. John's, Charlottetown, Halifax, Sydney and Saint John District Offices.

Quebec Region

Quebec City, Montreal, Rouyn, Sherbrooke and Laval District Offices and the Jonquière and Shawinigan Taxation Centres.

Central Region

Ottawa, Toronto and Scarborough District Offices.

Ontario Region

Kingston, Belleville, Hamilton, Kitchener, St. Catharines, London, Windsor, Sudbury and Thunder Bay District Offices.

Western Region

Winnipeg, Regina, Saskatoon, Calgary, Edmonton, Penticton, Vancouver and Victoria District Offices and the Surrey Taxation Centre.

These reading rooms are open to the public (Monday through Friday – 08:15 to 17:00) and contain copies of Taxation Operations Manual, Information Circulars, Interpretation Bulletins, the Access to Information and Privacy Acts, Info Source and request forms. Reading room attendants are available to help individuals seeking information and to complete the request forms.

Royal Canadian Mint

Chapter 100

General Information

Background

The Ottawa Mint was originally established in 1908 as a branch of the Royal Mint of London, England. On December 1, 1931, an Act of Parliament established the Royal Canadian Mint as a branch of the Department of Finance. On April 1, 1969, the Mint became a Crown corporation reporting to Parliament through the Minister of Supply and Services. New legislation passed in December 1987 marked the Mint's reclassification as a Schedule C-II Crown corporation. Its Head Office is in Ottawa, Ontario. Its two plants are located in Ottawa and Winnipeg, Manitoba.

Responsibilities

The Mint's primary purpose is to produce and arrange for the production and supply of coins of the currency of Canada. It also competes on the world market for contracts to produce circulating and numismatic coins and other devices for foreign trade dollars for government departments and private firms. The Mint also operates a refinery to melt, assay and refine gold, silver, and other metals.

Legislation

- Currency Act (Part I)
- Royal Canadian Mint Act

Organization

Office of the Master of the Mint

The executive control is vested in the Board of Directors. The principal officer of the Mint is the Master (president and chief executive officer), who is also a member of the Board of Directors. The Master is supported by a vice president for each of four divisions: Administration and Finance, Human Resources, Marketing, and Manufacturing.

Marketing

■ Marketing Division

This division is responsible for planning, organizing and directing sales of Mint products and services in both domestic and foreign markets. It develops sales strategies and marketing activities, prepares sales forecasts and is responsible for obtaining the necessary contracts to keep the Manufacturing Division working at full capacity. Another aspect of the Marketing Division is the research and development function, which surveys and reports on present and future markets for Mint products and services. The Division is comprised of four units: Communications and Research, Foreign Coin Products and Refinery Services, Numismatic Products, and Precious Metal Products.

Foreign Coin Products and Refinery Services: Responsible for the procurement of contracts from foreign countries for the supply of their circulation and numismatic coinage as well as for the gold-refining services offered in Canada and around the world.

Precious Metal Products: Responsible for the continuing development, marketing and sales of the Bullion Program, as well as the purchasing of precious metal bullion products.

Communications and Research: Plans, organizes and directs the Mint's public information program. It informs the public on policies and programs of the Mint, supervises media relations nationally and internationally, and is responsible for the compilation, editing and publishing of the Royal Canadian Mint Annual Report. It conducts research and development activities in support of the Division's marketing initiatives.

Numismatic Products: Plans, organizes and directs all Canadian numismatic programs and sales by developing short and long range objectives. It develops and recommends marketing policies for Mint products, and assists in the national and international promotion of Canadian numismatic programs. It has direct, world-wide liaison with coin distributing agents and dealers, and coordinates the coin design program for each new Canadian numismatic coin. The Unit is also responsible for the acquisition of contracts for the manufacture of medals, trade dollars, tokens, and other devices, as well as the advertising campaigns for the Canadian numismatic programs.

Manufacturing

■ Manufacturing Division

This division produces Canadian circulation coinage and Canadian numismatic coins for sale to collectors. Foreign circulation and numismatic coins are also produced, as well as medals and trade dollars, all under a competitive bidding process. The Division keeps astride of new developments in metals and metal alloys and their possible applications to coinage. It coordinates research and liaison with the Association for the Blind, coin-vending machine companies, and the general public whenever a change in size, weight or metal content of circulating coinage is being considered. In addition, the Ottawa plant operates the Mint's refinery, which refines precious metal for mines, jewellers, banks and other institutions, both Canadian and foreign.

■ Engineering Services

Head Office Unit: Provides advice on equipment and maintains liaison with the Department of Public Works for some utilities, and with outside contractors for repairs and alterations to buildings. It proposes plans, specifications and drawings for equipment fabrication and purchase, designs toolings required in manufacturing and provides product specifications.

Plant Unit: Responsible for the maintenance, repairs and installation of equipment, as well as building repairs and services, including janitorial. It is also responsible for the manufacture of coining dies, dollars and tooling.

■ Engraving

This unit prepares and uses supplied designs for coins, medals, tokens and other Mint products. It models, photographs, etches, casts and produces matrixes from which master punches are made to produce required working dies. All master tooling is engraved with artistic excellence and precision to ensure the high quality of the final product.

■ Mint Office

This unit receives, weighs and records incoming shipments of rough gold, platinum and silver bullion, which are then sent to the refinery. The bullion is refined and assayed, then returned to the Mint Office where the data of the assay report is recorded, charges for the refining are calculated, and the metal is either stored or returned to the owner.

■ Production

The production of coin is divided between the Ottawa and Winnipeg Plants. The Winnipeg Plant has sole responsibility for producing Canadian circulating coin and also fills contracts for foreign circulating coin. In addition, this branch receives worn and mutilated Canadian circulating coins and returns them to the original metal supplier for melt-down. The Ottawa Plant produces medals, tokens, trade dollars and other devices, foreign numismatic coins, Canadian numismatic gold and silver coins, the Gold Maple Leaf bullion coins, and coins for special commemorative programs such as the Olympics. This plant also produces the gold and silver blanks used in making the numismatic coins.

■ Quality Assurance and Assay

Quality Assurance Unit: Maintains quality standards and performance of equipment; ensures that all incoming materials meet standards and specifications; inspects all work-in-progress and finished articles to control the quality of the products of the Mint; and performs metallurgical investigations in the heat treating of different metals.

Assay Division: Performs assays of bullion, scrap jewellery, fine gold, fine platinum, fine silver, alloyed silver and gold coins, coinage bars, refinery sweeps, commercial gold, platinum and silver under the Precious Metals Marking Act and of suspect counterfeit coins.

Analytical Laboratory: Performs chemical and metallurgical analyses and assists other divisions with problems of an analytical nature; prepares and standardizes gold, platinum and silver trial plates; and processes control work on the production of coins.

■ Refinery

This unit refines mined bullion and placer gold, jewellery scrap and other gold and silver bearing materials received from Canadian and other sources. The refined gold and silver are turned into trade bars or granules. The Refinery also makes cast bars for the various medal and coin programs. As well, recycled metals from the blanking and coin-making operations are remelted or refined.

Information Holdings

Program Records

Advertising

Description: Newspaper and magazine advertisements; marketing and advertising firms used to advertise and promote Canadian numismatic and bullion coin programs worldwide. *Topics:* Advertisements; cost comparisons; budget; brochures; posters; counter cards. ***Program Record Number:*** RCM MRD 035

Assay

Description: Information on the testing of bullion, jewellery, refined bullion to determine the quality of precious metals present; analyses of chemicals and metals. ***Program Record Number:*** RCM MAD 100

Canadian Circulating Coin

Description: Control and issue of Canadian circulating coin to banks on instruction from the Bank of Canada. ***Program Record Number:*** RCM MAD 085

Canadian Numismatic Products

Description: Information on the design, marketing and distribution of Canadian numismatic products; transactions between the Mint and its distributing agents and dealers. *Topics:* Canadian and foreign distributing agents and dealers; contract cost comparisons; requirement forecasts; sales records; correspondence with Canadian artists; coin designs; coin design competitions and verification of shipment. ***Program Record Number:*** RCM MRD 030

Circulating Coinage

Description: Information concerning changes in circulating coinage and its impact on the economy, business and the public. *Topics:* Changes in alloys and specifications, surveys and reports. ***Program Record Number:*** RCM MAD 051

Coins

Description: Daily ledgers on the cutting and weighing of the blanks; striking and processing domestic and numismatic coins. *Topics:* Melting; rolling; blanking; rimming; annealing; striking; examining; telling. ***Program Record Number:*** RCM MAD 050

Communications

Description: Information on the administration of public affairs and relations; publicity both nationally and internationally. *Topics:* Exhibits; fairs; films and slides;

photographs; portable displays; press conferences; press releases; launches; annual reports; reports and surveys. ***Program Record Number:*** RCM MRD 025

Design Engraving

Description: Information on methods and procedures used in the inscription or ornamentation of prints or designs upon hard surfaces to produce models, master matrices and master punches which are later used in the striking of coins, medals, etc. ***Topics:*** Badges; coins; dies; drawings; equipment; medals; metrication; symbols. ***Program Record Number:*** RCM MAD 065

Foreign Contracts

Description: Information on the procurement and fulfilment of contracts with foreign countries for the manufacture of their domestic coin and numismatic products. ***Topics:*** Commemorative and domestic coins; special coin programs. ***Program Record Number:*** RCM MRD 011

Maple Leaf Bullion Coins

Description: Information on the manufacture of the Maple Leaf bullion and the promotion of this special program. ***Topics:*** Advertising; marketing; production; retailing; sales. ***Program Record Number:*** RCM MRD 015

Medals, Tokens and Other Devices

Description: Information on contracts for the manufacture of medals, trade dollars, tokens and other devices. ***Topics:*** Medals; medallions; trade dollars; tokens; jewellery plaques; paperweights. ***Program Record Number:*** RCM MRD 037

Metals and Alloys Research

Description: Information on the use of metals, precious metals, and alloys in the production of Mint products; updates on new alloys and their possible applications to Mint products. ***Program Record Number:*** RCM MAD 045

Numismatic Orders Processing

Description: Records on the reception and processing of direct mail orders for Mint processes. ***Topics:*** Orders fulfilment, distribution and verification of shipment. ***Program Record Number:*** RCM MRD 031

Patent Rights

Description: Patent rights and registrations, studies and surveys. ***Topics:*** Patent rights and licences, permission to use copyright material; counterfeit coins; defacement of coins; coin facsimiles; reports and surveys. ***Program Record Number:*** RCM MRD 036

Plant Engineering

Description: Information relating to repairs and maintenance of machinery and equipment, utilities, building renovations and maintenance, and the manufacture of dies and tooling used in the minting processes. ***Topics:*** Trades such as carpentry, blacksmithing, electrical, plumbing, tool and die making. ***Program Record Number:*** RCM MAD 061

Precious Metals

Description: Information on the procedures for receiving and processing precious metal bullion and coordinating bullion transactions between the Mint and mines, jewellers and manufacturers. ***Topics:*** Gold, platinum and silver receiving; fine gold, platinum and silver storage; shipping of fine products. ***Program Record Number:*** RCM MAD 075

Quality Assurance

Description: Information concerning quality standards of Mint products; metals stress testing for quality of production supplies and materials. ***Topics:*** Numismatic products; precious metals, metals, and metal alloys; blanks; dies; tooling. ***Program Record Number:*** RCM MAD 095

Refinery Sales

Description: Information on negotiations with Canadian and foreign mines and precious metals dealers for contracts for the Royal Canadian Mint refining services. ***Topics:*** Gold and silver bullion; gold bars; granulated gold and silver. ***Program Record Number:*** RCM MRD 020

Refinery Services

Description: Information concerning the receipt, weighing, and refining of precious metal bullion, scrap jewellery, placer deposits, and fused metals; accumulation and sale of sweeps. ***Program Record Number:*** RCM MAD 105

Research and Development

Description: Research reports on present and future markets for Mint products and services. ***Topics:*** Studies; reports; surveys. ***Program Record Number:*** RCM MRD 006

Technical Engineering

Description: Information on the design, construction and maintenance of machines and tooling implements; repairs and alterations of buildings; product specifications; plans and drawings. ***Program Record Number:*** RCM MAD 060

Vault and Shipping

Description: Inventories and control of issue of finished numismatic coins and coin sets; assembling, packaging, and shipping of numismatic products. ***Program Record Number:*** RCM MAD 080

Worn and Mutilated Coin

Description: Shipments of fused and mutilated coin received from banks. ***Program Record Number:*** RCM MAD 090

Personal Information Banks

Access to Information and Privacy Requests Data Bank

Description: This bank contains the Access to Information Request Forms and Personal Information Request Forms sent by individuals making requests under the Access to Information Act or Privacy Act, the replies to such requests and information related to their processing. ***Class of Individuals:*** Members of the general public and employees of the corporation. *Purpose:* The purpose of this bank is to maintain a record of individuals who have made formal requests for information under the Access to Information Act or Privacy Act. The data in this bank is used to process access requests and to report on the number of access requests received annually. ***Retention and Disposal Standards:*** Files are retained for a period of three years following their closure and are then destroyed. ***TBS Registration:*** 002488 ***Bank Number:*** RCM PPU 025

Direct Mail Marketing – Computerized Mail Master

The purpose of this bank is to maintain a list of direct mail customers for Royal Canadian Mint numismatic products. Information in this bank includes customer name and address, customer number, and language. This information is used to comprise a listing of purchasers of coins for future solicitation through a direct mail approach. This file is also utilized for name, address, and order status information required in the order fulfilment process and to answer enquiries from customers concerning their particular order. This bank may be accessed by any one of the following identifiers: customer name, customer number, or postal code. Records are retained for two years after the most recent purchase. ***Bank Number:*** RCM PPU 015

Mail Order Fulfilment – Computerized Order Master

The purpose of this bank is to capture, update and report direct mail orders for Royal Canadian Mint coins. Information in this bank includes customer name and address, product and quantity ordered, amount and method of payment, payment identification number, address and method for shipping. This information is used to record direct mail orders for coins, payment data related to orders for financial reporting, shipping documentation on fully paid orders, and names and addresses of collectors for future solicitations. Information may be accessed by any one of customer name, customer number, order number or postal code. It is retained for two years after the close of the applicable numismatic program. ***Bank Number:*** RCM PPU 010

Mail Order Fulfilment – Customers Relations

The purpose of this bank is to record service provided to purchasers of Royal Canadian Mint coins and answers to enquiries from the general public concerning numismatic programs. This information includes the customer's name and address. Where an order for a product is concerned, it will also include the telephone number, charge account number or other method of payment, product and quantity ordered. This information is used to aid in processing and tracing orders in cases of delay or loss. Information is accessed by the customer number, assigned by the Mail Master. The information is destroyed two years from the end of a coin program or when enquiries cease. ***Bank Number:*** RCM PPU 020

Mail Order Fulfilment – Individual

The purpose of this bank is to record direct mail orders for Royal Canadian Mint coins. Information in these files includes the original order, customer name and address, product and quantity ordered, amount and method of payment, payment identification number, address and method employed for shipping. This information is used to initiate fulfilment, distribution, and verification of orders for coins. The information is retained for one year from the closing date of each numismatic program. ***Bank Number:*** RCM PPU 005

Classes of Personal Information

In the course of conducting the programs and activities of the Royal Canadian Mint, categories of personal information may be accumulated which are not contained in the specific personal information banks described in this entry. Such personal information includes letters of appreciation; complaints and enquiries; campaigns and canvassing, such as Canada Savings Bonds and the United Way campaign; information concerning the use of copyrights and patents; records of distributors and dealers of Royal Canadian Mint products; appeals under the Human Rights Act. These categories are stored as part of the general subject files where records are not normally retrieved by name of individual or other personal identifier. This form of personal information is normally retrievable only if specifics are provided concerning the subject matter. The retention periods for these classes of personal information are controlled by the record schedules of the general subject files in which they are stored.

Manuals

- Corporate Policies Manual
- Financial Reporting and Coding Manual
- Procedures Manual – Administration and Finance

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Royal Canadian Mint and its various programs and functions may be directed to:

Communications Section
Royal Canadian Mint
320 Sussex Drive
Ottawa, Ontario
K1A 0G8
(613) 993-2239

Reading Room

The Royal Canadian Mint Library has been designated under the Access to Information Act as a public reading room. The address is:

320 Sussex Drive,
Ottawa, Ontario.

Royal Canadian Mounted Police

Chapter 101

General Information

Background

The Royal Canadian Mounted Police was formed in 1873, under an Act of Parliament.

Responsibilities

The Royal Canadian Mounted Police enforces laws throughout Canada made by or under the authority of Parliament. Administration of justice within the provinces, including enforcement of the Criminal Code, is the responsibility of provincial governments. The RCMP has contract agreements with the two territories and all provinces, except Ontario and Quebec, to enforce criminal, territorial and provincial laws, pursuant to section 20 of the RCMP Act.

Legislation

- Criminal Code
- Most federal statutes
- Municipal bylaws under contract
- Provincial laws under contract
- Territorial laws under contract

Organization

In accordance with the Royal Canadian Mounted Police Act, the Commissioner, under the direction of the Solicitor General of Canada, is responsible for the control and management of the RCMP. Under the Commissioner, functional direction is provided to divisions by deputy commissioners in charge of Administration, Operations, Law Enforcement and Protective Services, and Corporate Management.

The headquarters of the RCMP is located in Ottawa. The RCMP is divided into divisions, each division being roughly responsible for a province or territory, and further divided into subdivisions and detachments. These divisions are alphabetically designated, with the headquarters for each located in its respective provincial or territorial capital, except for A, which is in Ottawa, C, which is in Montreal, and E, which is in Vancouver.

Specialized support is offered to the operational divisions by Air, Marine, Forensic Laboratory, and Identification Services.

The RCMP Academy located in Regina, Saskatchewan, is responsible for recruit training. The RCMP Musical Ride and the RCMP Band are located in Ottawa and are administered by headquarters. Additionally, the RCMP is responsible for the administration of the Canadian Police College, located in Ottawa. The Canadian Police Information Centre (CPIC), a computer-based police information system, is also based at and administered by RCMP Headquarters in Ottawa.

The CPIC system is an advanced computerized information storage and retrieval facility, designed for the use of participating Canadian law enforcement agencies. The CPIC acts as a central repository of operational data that is contributed to and maintained by participating Canadian law enforcement agencies. RCMP records entered into the system are identified in their respective Bank of Personal Information. The participating Canadian law enforcement agencies are entirely responsible for the accuracy and immediacy of the data which they supply and maintain within the CPIC System. Records entered into the CPIC system by participating Canadian law enforcement agencies must be supported by documented reports held by the originator. The originating agency is the only one entitled or enabled to alter their records in the system.

Administration

■ Administrative Services Directorate

This directorate is responsible for the implementation of administrative services for management and personnel attached to headquarters, Ottawa, consistent with the policies and delegated authorities of the Commissioner.

■ Health Services Directorate

This directorate is responsible for planning, organizing and directing the policies and programs of the RCMP on medical and dental treatment, occupational health and safety and environmental health. It is also responsible for developing pre-engagement medical standards for applicants and initiating and coordinating research projects in physical fitness and psychological testing.

■ Official Languages Directorate

The Directorate is responsible for the implementation and coordination of a unified program, within the RCMP for compliance with the Official Languages Act and related policy directives.

■ Personnel Directorate

The Directorate is responsible for planning and directing the policies and programs of the RCMP related to the organization and management of its human resources.

■ Public Service Personnel Directorate

The Directorate is responsible for developing and administering personnel policies, programs and activities of the public service component of the RCMP through the Classification, Human Resources Planning and Development, Staffing and Staff Relations and Compensation Branches.

■ RCMP Training Directorate

The Directorate is responsible for the development, implementation and administration of the RCMP Training program.

■ Services and Supply Directorate

The Directorate is responsible for directing the planning, development, implementation and evaluation of RCMP policies and programs related to accommodation, transport, material, food, miscellaneous services and internal energy conservation.

Corporate Management

■ Audit Directorate

The Audit Directorate is responsible to the Commissioner for the planning, development and implementation of a broad, independent and comprehensive internal audit program which appraises and reviews all RCMP law enforcement and internal security operations in Canada.

■ Corporate Services Directorate

This directorate is responsible for strategic, operational and resource planning and the coordination development of corporate information management systems, for meeting the corporate policy and information requirements of the RCMP, for conducting program evaluations, and for providing other management services including the direction of special studies/projects and the provision of support for senior executive committee meetings.

■ Information Access Directorate

This directorate is responsible for the analysis and review of proposed and existing federal and provincial privacy and access to information legislation; the development and application of policies and procedures to satisfy legislative requirements; and for responding to all requests for information received under the provisions of new or existing federal legislation.

■ Office of the Chief Financial Officer

The Office is responsible for budgeting and accounting systems, financial administration, the annual program forecast, estimates, analysis of expenditures and revenue trends, implementation and maintenance of financial accounting and reporting systems, and direction of financial policies.

■ Public Affairs Directorate

This directorate is responsible for making the general public and the media more fully aware of the positive role of the RCMP and for encouraging co-operation and understanding between the general public, the media and the RCMP. It is also responsible for ceremonies and public relations in Canada and abroad.

Law Enforcement and Protective Services

■ Air Services Directorate

This directorate is responsible for the provision of advice on all air services matters, the formulation of air services policies, procedures and regulations and the acquisition, repair and overhaul of all RCMP aircraft.

■ Canadian Police College

The Canadian Police College (CPC) is responsible for planning, organizing, staffing, directing and controlling CPC facilities, resources and training requirements for all Canadian Police Forces and a limited number of foreign students.

■ Criminal Intelligence Service Canada (CISC) Directorate

CISC provides facilities to ensure the exchange of criminal intelligence between enforcement units, intelligence units and the CISC provincial bureau, where the "intelligence process" of collection, evaluation, collation, analysis, re-evaluation and dissemination can be made to effectively combat the spread of organized crime in Canada.

■ Forensic Laboratory Services Directorate

This directorate is responsible for the planning, direction, development of policy, and general supervision of RCMP capabilities related to laboratory services. This directorate is also responsible to manage the Canadian Police Research Centre.

■ Identification Services Directorate

This directorate is responsible for the planning, direction, development of policy, and general supervision of RCMP operations related to Identification Services.

■ Informatics Directorate

This directorate is responsible for administering a comprehensive and integrated program of information management, systems, and services, including electronic data processing, telecommunications, and records services in support of the operational and administrative programs of the RCMP. It also provides EDP and telecommunication services to the Canadian Police community through the facilities of the Canadian Police Information Centre.

■ Professional Standards Directorate

This directorate provides legally trained personnel to act as adjudicators, appropriate officers' representatives (prosecutors) and member representatives (defence) in Service Courts, Adjudication Boards and Discharge and Demotion Proceedings.

■ Protective Policing Directorate

This directorate is responsible for planning, developing, coordinating and directing the policies and activities of the protective policing functions of the RCMP, and for technical matters supporting the law enforcement or the protective functions of the RCMP.

Operations

Aboriginal and Community Policing

This directorate is responsible to initiate, develop and evaluate a practical and culturally sensitive policing service for Aboriginal Canadians, delivered in a manner which is acceptable to them.

Drug Enforcement Directorate

This directorate is responsible for the implementation and maintenance of community policing for the RCMP. Community Policing is a comprehensive organizational and operational approach to providing for the crime and social order needs of communities. Strategies reflects a proactive and reactive mix of police activities. This form of service delivery emphasizes that communities play an integral role in the recognition, development and determination of community policing needs and are active partners in many of the principle police tasks such as crime prevention programming, services, operational support and enforcement.

Economic Crime Directorate

This directorate is responsible for planning, developing and coordinating the Economic Crime Enforcement Program.

Enforcement Services Directorate

This directorate is responsible for directing and correlating activities of criminal investigations, crime prevention, law enforcement and the general operational activities of the RCMP both in field divisions and in its various responsibility centres.

Foreign Services Directorate

This directorate supports the RCMP's activities abroad by promoting co-operation with police agencies and the international criminal police organization – Interpol – in contributing to the reduction of international crime, terrorism, drug trafficking, commercial crime, organized crime, illegal transfer of technology and other criminal activity.

Criminal Intelligence Directorate (CID)

NSID is responsible for the management of the National Security Investigations function, and the development of policies, standards, guidelines and procedures to the program of national security.

Operational Divisions

The Operational Divisions are responsible for the detection, suppression and prevention of crime within established geographical boundaries. They provide provincial and, in some areas, municipal policing services under contractual arrangements, except for the provinces of Quebec and Ontario, where the RCMP mainly enforces federal statutes.

Information Holdings

Program Records

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Administration

Armourer

Description: Information on the repair, maintenance and evaluation of revolvers, pistols, rifles, shotguns and other specialized firearms for the RCMP. *Topics:* Testing and evaluation of new firearms; maintenance and repair of firearms; quality control inspection of newly-procured firearms; log book on issue of firearms; machine shop facilities; liaison and assistance to other government departments, accredited law enforcement agencies and private sector. ***Program Record Number:*** CMP TRD 255

Multicultural Advisors Office

Description: Information on the RCMP policy and procedures respecting the Canadian Multiculturalism Act and liaison with international, national and regional organizations respecting multicultural interests in a pluralistic society. *Topics:* Multicultural Conferences and Committees; RCMP Policy research and development; and annual reports to Parliament. ***Program Record Number:*** CMP PRD 145

Public Service Audit

Description: Information on the independent review and appraisal of the efficiency and effectiveness of Public Service personnel management. *Topics:* Job classifications, compensation, benefits, hours of work, human resource planning; personnel management planning; administration of collective agreements; training, travel, relocation, staffing, staff relations; equal opportunities for women, native peoples and disabled persons; occupational health and safety; contingency planning and handling of strikes. ***Program Record Number:*** CMP AUD 025

Training Office

Description: Information on all academic and physical training provided to new recruits. *Topics:* Criminal law; federal statutes; interrogation techniques; official directives system; operational training – simulation; report writing; notebooks; police service dogs; typing; first aid; care and handling of prisoners; human relations – crime prevention and community-police relations; cross-cultural education; applied human behaviour for police intervention; victimology; ethical conduct; effective presentation; history of policing and the RCMP; technical services – identification; communications – radio; CPIC; police information retrieval system; physical fitness; self-defence;

firearms training; swimming; drill; driver training and law enforcement; and progress reports and assessment of recruits. *Program Record Number:* CMP TRD 246

■ Commissioner's Office

Division Staff Relations Program (DSRR)

Description: Information on the planning, development and coordination of the Divisional Staff Relations Representative Program. *Topics:* Meetings of divisional staff relations representatives; policies and formation of DSRR programs; DSRR and commanding officer conferences. *Program Record Number:* CMP ICO 010

Executive Office

Description: Information on executive assistance provided to the Commissioner and senior executive committee and liaison with the Solicitor General's office. *Topics:* Minutes of ministerial meetings; executive travel of the RCMP Commissioner; and questions by Members of the House of Commons. *Program Record Number:* CMP CMR 035

■ Corporate Management

Audit

Description: Information on the review and appraisal of the economy, efficiency and effectiveness of the entire activities of the RCMP and the management controls designed to guide and regulate these activities. *Topics:* Review of program plans and RCMP objectives; review of managerial and operational information; assessment of resources; compliance with existing policy; laws and regulations; reliability, accuracy and integrity of information systems; morale and career satisfaction; control and safeguarding of valuables and exhibits; controls over revenue and expenditures; review of problem areas; appraisal of management systems. *Program Record Number:* CMP AUD 020

Corporate Services Directorate

Description: Information on the planning function and organization of the RCMP, corporate policies and objectives, program evaluations, management information systems and analytical studies which support corporate decision-making processes. *Topics:* Strategic, operational and resource planning; coordination of RCMP input to the government planning process; monitoring and assessment of division and directorate resource requirements and corresponding assistance; deployment of P/Y human resources; co-operation with other government agencies and other police departments; RCMP position re: provincial and municipal policing contracts; examination of corporate policies, objectives and priorities; demographic studies and criminal trends; task force projects; departmental emergency plan; memoranda of understanding and delegations of authority; operational plan framework; program activity structure; performance measurement; management information systems and evaluation of RCMP programs; interdirectorate coordination of senior executive submissions; assistance and recommendations to the Commissioner and senior executive committee on many aspects of corporate management. *Program Record Number:* CMP CSD 005

Information Access Policy/Disclosures Branches

Description: This program record contains RCMP policy and procedures which govern the collection, retention, disposal, disclosure and formal public access to both personal and non-personal information under RCMP control as it relates to the Access to Information Act and Privacy Act. *Topics:* Canadian Human Rights Act, Part IV; Access to Information Act and Privacy Act; updating of Info Source; liaison with other government departments and foreign agencies; policies and procedures governing access and release of information and the application of exemptions; statistics and activity reports. *Program Record Number:* CMP AIP 140

Public Affairs Directorate

Description: Distribution of information on the RCMP to the public and media concerning current or historical matters; handling requests for the RCMP Musical Ride and RCMP Bands; publication of the RCMP Quarterly and Gazette and the handling of displays on safety or crime prevention. *Topics:* Liaison and public relations; exhibitions; visits and tours; RCMP Identity Program; RCMP Quarterly and Gazette; graphic arts; museums, relics and curios; presentations to and by the RCMP; appreciation, condolences and greetings; ceremonies and celebrations; addresses and speeches; historical and contemporary photographs. *Program Record Number:* CMP PAD 030

■ Operations

Aboriginal Policing

Description: Headquarters Ottawa and Division Headquarters hold information on the planning, development, implementation, and coordination of policies, strategies and programs for delivery of police service to aboriginal communities. *Topics:* Policing Indian Reserves; cooperation and liaison with aboriginal organizations; Native Policing Program including native Special Constable program, native constable workshops and tribal police programs. *Program Record Number:* CMP APS 083

Contract Policing

Description: Includes information on planning, coordination and determination of policies and procedures in areas where provincial and municipal police services are provided under contract; identification of operational requirements; evaluation of tactical, traffic and general police equipment; and traffic enforcement. *Topics:* Administration of provincial and municipal policing agreements; resourcing methods; operational planning; opening and closing of RCMP detachments; tactical operations; underwater recovery operations, auxiliary policing; and hypnosis. *Program Record Number:* CMP CID 090

Crime Prevention and Victim Services

Description: Headquarters Ottawa holds files on the research planning, coordination and determination of policies procedures and programs which have to do with crime prevention and police community relations. Divisions hold files on the promotion of good community relations to obtain public co-operation and support in crime prevention and law enforcement. *Topics:* Identification and Watch concepts of crime prevention; victims; family violence; community-based policing; liaison with government, volunteer and community groups; regional, national and international conferences and workshops; the RCMP summer student and the Scouts Canada Venturer Programs. Lectures by members of the RCMP; invitations to attend functions; police week program; programs to safeguard against crime; letters of appreciation, blood donor clinic; crime prevention centre bulletins; collection of funds for charitable organizations; conferences and seminars; visits by outside agencies; liaison and public relations. ***Program Record Number:*** CMP CID 071

Customs and Excise

Description: Headquarters Ottawa and division headquarters hold information on the planning, development, implementation and coordination of an ongoing customs and excise enforcement program within the RCMP and information dealing with the enforcement thereof. *Topics:* Enforcement of Customs Act, Excise Act, Excise Tax Act, Export and Import Permits Act, Cultural Property Export and Import Act, National Energy Board Act and Energy Administration Act; conspiracies and frauds under the Criminal Code; intelligence, co-operation and liaison with domestic and foreign authorities; search warrants; report procedures; agreements with other federal agencies; news releases. ***Program Record Number:*** CMP CID 050

Drug Enforcement

Description: Headquarters Ottawa and divisions hold information on the policy and enforcement concerning drugs including demand reduction, anti-drug profiteering undercover and drug intelligence programs, coordination of international investigations and assistance in developing government policy concerning drug abuse and enforcement. *Topics:* Enforcement of Narcotic Control Act and the Food and Drugs Act, Parts III and IV; drug store inspections; search and forfeitures, cooperation and liaison with domestic and foreign authorities, and appointment of counsel, legislation amendments, prescriptions, theft of narcotics. ***Program Record Number:*** CMP DED 055

Economic Crime

Description: Headquarters Ottawa holds information on the planning, development and coordination of the law enforcement programs for commercial and enterprise crime involving business-orientated crime in which the Government of Canada is the victim; corruption in public office, fraudulent bankruptcies, securities frauds, income tax crimes, currency counterfeit offenses, and business frauds and thefts including organized white collar crimes on a national and international scale. Maintains the data bank for the losses of money and property suffered by Her Majesty and offenses and other illegal acts against the Crown. Divisional headquarters hold enforcement information on frauds and corruption in the federal and provincial governments, as well as frauds and related offenses pertaining to bankruptcies, securities and income tax crimes, corporate and business frauds and organized white-collar crimes on a national and international scale. *Topics:* Bankruptcy Act, Canada Elections Act, Bank Act, Tax Rebate Discounting Act, and other federal statutes; frauds, false pretences, thefts, counterfeit, forgeries, conspiracies, bankruptcies, environmental, free trade, proceeds of crime, computer-related and corruption offenses under the Criminal Code; provincial laws dealing with securities, real estate, mortgages, and construction and construction materials; co-operation and liaison with domestic and foreign authorities; securities fraud intelligence; agreements with other federal departments and agencies; Security Fraud Information Centre. ***Program Record Number:*** CMP ECD 046

Foreign Services

Description: Information on international crime and the criminal aspects of terrorism. *Topics:* Co-operation with other police forces, government departments and foreign agencies: official visitors to Canada; official hospitality policy and administration; training and assistance to foreign police forces; country assessment reviews. ***Program Record Number:*** CMP FSD 015

General Detachment Policing

Description: Information on the RCMP's overall operational role in the enforcement of federal statutes, the Criminal Code, provincial statutes and municipal by-laws, where applicable, as well as assistance to the general public and crime prevention. *Topics:* Enforcement of the Criminal Code, Narcotic Control Act, Food and Drugs Act, Customs and Excise Act, Immigration Act and other federal statutes; provincial statutes and municipal by-laws; traffic accidents; applicant investigations; security enquiries; claims and complaints against the RCMP; outstanding warrants; street checks; lost and found property, missing persons and other assistance to the general public; firearms and other issued permits to the public; intelligence information; emergency contingency plans; VIP and property protection; liaison and assistance to other police forces. ***Program Record Number:*** CMP OPD 305

General Enforcement

Description: Includes information on planning, development and coordination of the RCMP's operational policies and procedures in the enforcement of all federal statutes in Canada except those shown under Customs and Excise, Commercial Crime, Drug Enforcement, and Immigration and Passport; also operational complaints against members. *Topics:* Enforcement of federal statutes; assistance to domestic and foreign authorities; assistance in locating missing persons; search and rescue; contagious diseases; deserters and absentees; pollution; national parks; federal traffic regulations; explosives magazine inspections; U.F.O. and submarine sightings; pardons; penitentiaries – escorting and crises; bird banding; marine searches; honours and awards by Government House; operational complaints against members of the RCMP. ***Program Record Number:*** CMP CID 085

General Investigation Services

Description: Information on the enforcement, prosecution and prevention of offenses under the Criminal Code and federal and provincial statutes. ***Topics:*** Enforcement of Aeronautics Act and Regulations, Criminal Code, Liquor Act, Livestock Act, Branch Inspection Act, Weights and Measures Act (Odometer), Canada Shipping Act, Explosives Act, Income Tax Act, Unemployment Insurance Act, Migratory Birds Convention Act and to a lesser extent other federal and provincial statutes; Canadian Home Insulation Program; security enquiries; RCMP applicants and pardon investigations; assisting VIP activities; locating missing persons; demonstrations and riots; liaison and assistance to other federal government departments and domestic and foreign law enforcement agencies. ***Program Record Number:*** CMP OPD 295

Immigration and Passport

Description: Headquarters Ottawa holds information on the planning, development and coordination of the RCMP operational policy and procedures. Divisions hold information on the enforcement of the Immigration Act, Citizenship Act and provisions of the Criminal Code which refer to the illegal use and possession of passports and fraudulent use of citizenship certificates; assistance to foreign and domestic law enforcement agencies on terrorists and criminals; assistance to other government agencies. ***Topics:*** Immigration Act; Citizenship Act; fraudulent use of SIN cards under the Unemployment Insurance Act; fraudulent use of Canadian passports under the Criminal Code; lost or stolen passports; co-operation with domestic and foreign authorities; court rulings and judgements; locating persons indebted to the Crown; ports of entry and border security; wanted persons, seminars; Immigration warrants; joint forces operations; illegal aliens; deportees; Citizenship Court; Immigration Appeal Boards; appointment of counsel; false identification; reporting procedures; foreign criminal records; monitoring and surveillance of selected criminal targets and international terrorists and criminals. ***Program Record Number:*** CMP CID 060

Interpol

Description: Includes information on the coordination of international criminal investigations for Canadian and foreign authorities; records are maintained under the policies and procedures of the RCMP and the constitution regulations and policies of Interpol. ***Topics:*** International criminal investigation, except political, military, racial or religious matters; international criminals; stolen works of art repository; stolen property; crime prevention; technical research and analysis of investigative methods; missing persons; notification of next-of-kin; Interpol laws and regulations; regional conferences and symposiums. ***Program Record Number:*** CMP FSD 080

Law Enforcement Support

Description: Information on the technical and physical surveillance services supporting criminal investigations. ***Topics:*** Authorizations to intercept private communications and interception under the Criminal Code, Part IV; assistance to operational sections in gathering evidence and intelligence on designated targets involved in Criminal Code and federal statute offenses; monitoring logs and transcripts; technical reports on equipment and services; physical surveillance reports; co-operation and liaison with local authorities; acquisition and maintenance of technical surveillance aid equipment. ***Program Record Number:*** CMP OPD 310

National Crime Intelligence

Description: Headquarters Ottawa and divisional headquarters hold information on the RCMP criminal intelligence program concerning organized crime. ***Topics:*** Major racketeers; organized crime; criminal activities by extremist/terrorist groups; securities frauds; gambling; extortion; loansharking; counterfeiting; prostitution; corruption; bankruptcies; drugs; pornography; major thefts; smuggling; Income Tax and Customs Acts commercial stills; co-operation and liaison with domestic and foreign authorities; surveillance; joint forces operations; reporting procedures. ***Program Record Number:*** CMP CID 075

National Security Investigations

Description: Includes information on planning, development and coordination of the RCMP operational policies and procedures in the enforcement of national security offenses. ***Topics:*** National security offenses criminal investigation files; co-operation and liaison with domestic and foreign authorities; joint forces operations; reporting procedures. ***Program Record Number:*** CMP NSI 077

Operational Policy and Planning

Description: Includes information on the development, amendment and monitoring of RCMP Operational Policies, of program forecasting or multi-year operational plans (MYOP), on the coordination and management of sensitive expenses for Criminal Operations, as well as on research material and methodology on new issues and techniques that affect criminal operations. ***Topics:*** Operational manual, policies and procedures, divisional and directorate policy centre MYOP preparations, sensitive expenditure monitoring, EDP systems for Enforcement. ***Program Record Number:*** CMP CID 065

Planning

Description: Information on the formation, correlation and monitoring of operational administrative short- and long-range plans for the division; program forecast and divisional proposals on the organization and evaluation of management and performance. ***Topics:*** Operational assistance reporting system; uniform crime reporting system; man-hour reporting system; unit and program performance measurements; ***Program Record Number:*** CMP OPD 260

Special Emergency Response Team

Description: Includes information on planning, development and coordination of the RCMP operational policies and procedures relating to RCMP response to emergency situations such as hostage taking, hijacking, and other terrorist attacks. *Topics:* Clothing and equipment, emergency vehicles, training methods and techniques, training facilities, recruitment, performance testing and evaluation, transfer and promotion. ***Program Record Number:*** CMP CID 092

Special Services

Description: Includes information on technical and electronic support of criminal investigations through equipment and expertise in fields such as video, physical and audio surveillance and on the polygraph, and voice identification programs. *Topics:* Interceptions under Part IV of the Criminal Code; human resource planning and training of personnel; co-operation and liaison with domestic and foreign authorities; sale of technical equipment; licensing; authorization to intercept private communications; polygraph, audio and video analysis case files. ***Program Record Number:*** CMP CID 040

War Crimes

Description: Includes information on planning, development and coordination of the RCMP operational policies and procedures in the enforcement of war crimes offenses and crimes against humanity offenses under the Criminal Code. *Topics:* Enforcement of war crimes legislation, crimes against humanity offenses under the Criminal Code, co-operation with domestic and foreign authorities, co-operation with counsel, foreign criminal records, domestic and international archive searches, reporting procedures. ***Program Record Number:*** CMP CID 091

■ Law Enforcement and Protective Services

Air Services and Aircraft Maintenance

Description: Includes information on the operation of RCMP Air Detachments and the maintenance and overhaul of all RCMP aircraft. *Topics:* Inspection reports; maintenance reports; conditions and specifications of aircraft; employee qualifications; and flight logs. ***Program Record Number:*** CMP AIR 100

Airport Policing

Description: Headquarters Ottawa and division headquarters hold information on the planning, development and coordination of the RCMP role in the National Airport Policing and Security Program. *Topics:* Aeronautics Act and Regulations; Civil Aviation Security Measures Regulations; Airport Traffic Regulations; Government Airport Concession Operations Regulations; and other federal and provincial statutes; airport policing and security; co-operation with and assistance to airlines, federal government departments, local and foreign authorities; airport policing and security policy; federal and provincial statutes; assistance to other RCMP investigational sections, contingency planning and airport policing/security and enforcement. ***Program Record Number:*** CMP PRO 159

Canadian Police College

Description: Information on training, research, information and advisory services provided to Canadian and foreign law enforcement agencies. *Topics:* Investigational, management, training and instructional techniques and crime prevention courses; course planning, loading and evaluation; research and information dissemination on social, cultural, economic, commercial and technological changes affecting law enforcement; library service for the HQ Division complex and the Canadian Police College; RCMP personnel across Canada; law enforcement personnel in Canada and abroad; researchers, instructors and students working in related fields. ***Program Record Number:*** CMP TRN 240

Canadian Police Information Centre (CPIC) Services

Description: Information on policy, planning, procedures liaison, audits, training and information services for the Canadian Police Information Centre (CPIC) users, and support for the CPIC Advisory Committee. *Topics:* Development and monitoring of CPIC policy, procedures, and audits; identification and evaluation of remote terminal service requirements; training requirements; off-line searches; auditing of computer interfaces; CPIC Advisory Committee minutes; EDP information and development services. ***Program Record Number:*** CMP RSV 196

Central Operations

Description: Information on EDP analysis, design, development, implementation and maintenance of operational and administrative systems; EDP software; EDP standards, database administration and quality assurance; research, planning and evaluation of computer systems; central computer operations, services and support. *Topics:* EDP research studies, programming, implementation reports and reviews; customized systems in support of EDP and data communication services applications; vendor-supplied operating systems and software; EDP standards and quality controls; EDP and computer communication systems research and planning studies; computer system use, hardware/software availability, RCMP Data system, data control, equipment control, coordination and performance statistics, technical planning, research, acquisition, installation and maintenance of cryptographic communications equipment; technical communications security and site security. ***Program Record Number:*** CMP RSV 171

Criminal Intelligence Service Canada

Description: Information governing CISC programs pertaining to the collection, analysis and dissemination of criminal intelligence in Canada. *Topics:* Constitution, regulations and auditing functions of CISC; training standards; ACIIS programs and Project "Focus"; liaison and co-operation with Canadian and foreign law enforcement agencies. ***Program Record Number:*** CMP CIS 095

Electronic Data Processing (EDP) Security Branch

Description: Information on the planning and development of security programs to protect federal government computer installations and private sector computer installations processing classified information under contract from the government. *Topics:* Security inspections, consultations, training and research and development. ***Program Record Number:*** CMP PRO 166

Electronic Security

Description: Headquarters Ottawa holds information on the evaluation and design, and divisions hold information on the applicable and design of electronic security systems for the RCMP, federal government departments, foreign diplomatic missions, other law enforcement agencies, provincial governments and private industries under federal government contract. ***Topics:*** Tactical equipment development; intrusion detection systems; access control systems; CCTV security systems; video systems; electronic rapid deployment systems; performance standards; protection against interception of private communications; training services to security personnel. ***Program Record Number:*** CMP PRO 168

Explosives Disposal and Technology Branch

Description: Collection and dissemination of information on the criminal use of explosives. ***Topics:*** Improvised explosive devices, render safe and bomb disposal equipment; liaison with and assistance to accredited police departments. ***Program Record Number:*** CMP PRO 167

Firearms Registration

Description: Information on the administration and policy of the National Firearms Registry and the Firearms Acquisition Certificate and Business Permit systems. ***Topics:*** Firearms or Restricted Weapons Registration Certificates; Firearms Acquisition Certificates; Minor's Permits; Permits to Carry/Transport; Business Permits; Refusals and Revocations; liaison with provincial firearms officers; appointment of legal counsel; assistance to the federal Firearms Policy Centre; restricted and prohibited weapons; prohibitions; co-operation with federal government departments; firearms tracing program. ***Program Record Number:*** CMP IDD 110

Forensic Laboratory Services

Description: Information on exhibits or samples obtained during the course of an investigation and submitted to an RCMP laboratory by Canadian law enforcement agencies for forensic examination. ***Topics:*** Firearms; ammunition; tools and glass; documents and papers; handwriting; cheque writing; counterfeit currency and negotiable instruments; stamps; clothes; fibres; textiles; hair and blood (human and animal); urine; saliva; seminal and other stains; alcohol; body organs and tissue, explosives; fire debris; petroleum products; safe material. ***Program Record Number:*** CMP LAB 130

Fraudulent Cheques and Securities

Description: Information on the RCMP repository of handwriting samples used in the commission of offenses, which acts as a source for identification of offenders. ***Topics:*** Cheques; postal or bank money orders; travellers' cheques; holdup notes; forged medical prescriptions; hotel registrations; anonymous letters sent to government officials; fraudulent cheque policy and procedures. ***Program Record Number:*** CMP IDD 120

Identification of Criminals

Description: Information on the collection, compilation, dissemination, use and retention of criminal histories, fingerprints and photographs for the purpose of detection, prevention and suppression of crime, the security of the nation and related matters. ***Topics:*** Criminal histories; fingerprints; photographs; pardon files; certificates of previous conviction; fingerprinting of adults; juveniles; young offenders; deceased persons; criminal history checks; release of criminal histories; security screening for federal government departments and Crown corporations; return and destruction of fingerprints and photographs; international exchange of fingerprints and criminal histories; Identification of Criminals Act; Criminal Records Act; Young Offenders Act; fingerprint identification of crime scene impressions; development evaluations of identification methods and techniques; identification of persons through facial composite drawings; identification of fingerprint impressions using laser; formulation and presentation of identification training packages for field personnel. ***Program Record Number:*** CMP IDD 105

Identification Services

Description: Information on the identification support services given to investigators for the purpose of crime prevention and detection, law enforcement and national security. ***Topics:*** Examinations and photography in relation to crimes, scenes of crimes and accident scenes; fingerprinting and photographing of criminals; correlation of fingerprints; fingerprinting for visa, pardon, security clearance applications, and public servants; examination and identification of exhibits; personnel photography; photography and other techniques for the preservation of evidence; research, evaluation and purchasing of photographic equipment; liaison and assistance to local accredited police departments. ***Program Record Number:*** CMP OPD 335

Information Management

Description: Information on the planning, development, and implementation of records and of information systems and programs including related services. ***Topics:*** Records classifications, inventories, disposal schedules; equipment; security; retrieval and reference services; mail and messenger services; information management; processing and publication of RCMP directives; review and analysis of forms and forms systems; Automated Registry of Information Systems and data administration. ***Program Record Number:*** CMP RSV 231

Lost or Stolen Property and Wanted or Missing Persons

Description: Information on Canadian and American lost or stolen negotiable instruments or securities, firearms and other articles; arrest warrants; aliens. ***Topics:*** Canada Savings Bonds; money orders; counterfeit currency; lost or stolen passports; various stolen articles and other securities; firearms; wanted and missing persons; prohibited aliens. ***Program Record Number:*** CMP IDD 115

Major Events Branch

Description: Information on planning, developing and coordinating personal and physical security programs for major events, expositions and major sporting events, both nationally and internationally. ***Topics:*** Visits of foreign dignitaries, liaison with other government departments, major sporting organizations, co-operation with local and foreign authorities, research on security measures of other nations. ***Program Record Number:*** CMP PRO 156

Photography and Audio-Visual Aids

Description: Information on the central photo processing service for all RCMP units in Canada and the creation and acquisition of audio-visual aids for law enforcement training and police-community relations. ***Topics:*** Assessment of photographic and photo processing equipment; audio-visual aids; co-operation with other law enforcement agencies; central photographic equipment maintenance; central photo processing. ***Program Record Number:*** CMP IDD 125

Planning and Support Services Branch

Description: Information on planning, developing and coordinating administrative, fiscal and personnel support for all branches in the Protective Policing Directorate. ***Topics:*** Budgets; employment policy – general; training; classification; electronic data processing; research; publications; transfers; medical; leave; accommodation; supplies; accounts and inventory control. ***Program Record Number:*** CMP PRO 157

Protective Services/Prime Minister Protection Detail

Description: Information on planning, developing and coordinating personal and physical security programs for Canadians in Canada and abroad, for foreign dignitaries, foreign missions, residences and personnel, personal protection of the Prime Minister and his family, both nationally and internationally. ***Topics:*** Visits of foreign dignitaries; protection of embassies and consulates, including their personnel; analysis of physical threats to VIPs; liaison with other government departments; Royal visits; training of VIP personnel; protection of the Prime Minister and family, Governor General, Cabinet Ministers, Supreme and Federal Court judges, other designated persons, research on VIP security; Federal Statutes as required. ***Program Record Number:*** CMP PRO 151

Scientific and Technical Services

Description: Information on the conduct, coordination, training and consultation in the areas of scientific, technical and operational research and development of the RCMP. ***Topics:*** Policy and research on toxicology, applied chemistry, biology, alcohol, document examination, firearms and tool marks; photography and scientific instrumentation as they apply to forensic science; evaluation of scientific instrumentation and methodology; training of forensic scientists in the above fields; natural sciences research; scientific library service; management of the Canadian Police Research Centre. ***Program Record Number:*** CMP LAB 135

Security Engineering

Description: Headquarters Ottawa holds information on the evaluation and design, and divisions hold information on the application and design of security equipment and structures for the RCMP, federal government departments, foreign diplomatic missions, other law enforcement agencies, provincial government and private industries under federal government contract. ***Topics:*** Armoured transport engineering; tactical equipment development; security of police equipment; mechanical security devices including locks and security containers; physical security equipment performance standards; training services to security personnel; classified/designated waste disposal and personal restraining equipment. ***Program Record Number:*** CMP PRO 160

Security Systems

Description: Headquarters Ottawa holds information on the development of emergency preparedness planning (related to Parts III and IV of the Emergencies Act) and physical security advisory programs for federal institutions and foreign missions. Divisions hold information on detailed emergency preparedness planning and physical security advice offered to federal departments and agencies. ***Topics:*** Vital points, port security, Emergency Preparedness Act, physical assets, designated/classified information, designated persons, foreign missions, Government Security Policy, security consultations (physical), structural and architectural building security concepts, sound attenuation, security training concepts, liaison and assistance to other government departments. ***Program Record Number:*** CMP PRO 165

Support Services and Policy and Planning

Description: Information on directorate policy, planning, procedures, training, audits and administrative services; directorate budget setting and control system. ***Topics:*** Developing and monitoring directorate policy, procedures and audits; training requirements; project costing, budget estimates and related financial information; technical reports and documents; contingency planning of computer facilities; policy and operational guidelines; Systems Review Board and Directorate Executive Committee minutes. ***Program Record Number:*** CMP RSV 225

Systems Development

Description: Information on the operation of the data network services for the RCMP; telecommunication services to the police community; standards and specifications for operational communications systems; communications systems, equipment engineering and developmental research including technical policy; evaluation, selection, installation and maintenance of communications security equipment. ***Topics:*** Control of wire services and related equipment, data network facilities and network design, establishing operation standards; telecommunication specifications and analysis, feasibility studies, research documents and evaluations; performance standards and procurement specifications, licences, frequency schedules and networks, diagrams and plans, engineering briefs and installation reports; access to CPIC system. ***Program Record Number:*** CMP RSV 201

Telecommunications Services

Description: Information on the evaluation, procurement, installation and maintenance of telecommunications equipment in support of the operational requirements of the division. *Topics:* Secure communications systems; CPIC system; various facsimile systems; closed circuit television; evaluation, purchasing, installation and maintenance of telecommunications equipment; log books of incoming and outgoing radio calls; communications assistance to VIP and other special operations; liaison with private sector; intercom and telephone systems. *Program Record Number:* CMP OPD 340

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Administration

Budgets

Buildings and Property

Classification of Positions

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Human Resources

Lands

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Procurement

Salaries and Wages

Staff Relations

Training and Development

Utilities

Vehicle, Ship, Boat and Aircraft Accidents

Personal Information Banks

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Administration/Corporate Management

■ Information Access Directorate

Access Request Records

Description: This bank contains personal information on individuals who have previously submitted a Personal Information Request Form and/or an Access to Information Request Form concerning RCMP information banks as well as on individuals who have been the subject of a consultation request from another government institution. It contains previously submitted Personal Information Request Forms, Access to Information Request Forms, the replies to such requests, appeals and information relating to their processing. When requesting access to this bank, in addition to the requirements indicated on the Personal Information/Access to Information Request Form, individuals must also provide their full name and date of birth. *Class of Individuals:* Individuals who have previously submitted Personal Information/Access to Information Request Forms concerning information obtained or prepared by the RCMP. *Purpose:* To comply with the Privacy Act and the Access to Information Act, to process Personal Information/Access to Information Request Forms, and for research, planning, evaluation and statistical purposes. *Consistent Uses:* The information is used for the processing of Personal Information/Access to Information Request Forms for other RCMP information banks. This information is also used for research, planning, evaluation and statistical purposes. *Retention and Disposal Standards:* Records within this bank are retained for two calendar years from the date of the last piece of correspondence. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated it shall be destroyed. *TBS Registration:* 001005 *Bank Number:* CMP PPU 045

Information Disclosed to Investigative Bodies

Description: This personal information bank contains a copy of the written access request or Treasury Board form 350-56(83/2): Request for Disclosure to Federal Investigative Bodies, forwarded by investigative bodies listed in Schedule II of the Privacy Act to the RCMP under paragraph 8(2)(e). This bank also contains the replies to such requests and particulars concerning information related to their processing. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and date of birth. *Class of Individuals:* Individuals who have been involved in investigations under the Criminal Code, federal and provincial statutes and municipal bylaws are included in this bank. *Purpose:* This information was compiled to comply with the Privacy Act, to enable RCMP to account for the number of requests under paragraph 8(2)(e) of the Privacy Act. *Consistent Uses:* This information will allow the Privacy Commissioner to audit the procedures utilized as set out in Treasury Board Guidelines .3.7.5. This information is used to verify the conditions of disclosure to federal law enforcement bodies under paragraph 8(2)(e) of the Privacy Act and to account to the Privacy Commissioner for the number of access requests received annually under the Privacy Act. ***Retention and Disposal Standards:*** Personal information in this bank will be kept for two years after date of last correspondence. ***Bank Number:*** CMP PPU 050

■ Personnel Directorate

Applicants' Records

Description: The file contains such material as applicant evaluations, education test answer sheets, essays, candidate assessments, engagement check sheet, psychometric test score sheets, applicant dental examinations, standard tests of fitness results, medical examination for RCMP applicants and related correspondence. Information on successful applicants who are engaged in the RCMP is placed in the members' personnel records (CMP PPE 801), service records (CMP PPE 802) and medical records (CMP PPE 808). In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name, date of birth and the location where the last application was made. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. Security/Reliability screening records have to be accessed via CMP PPU 065. Complaints dealing with the suitability of individuals may be found in bank CMP PPU 085. ***Class of Individuals:*** This bank contains personal information on individuals who have applied for engagement in the RCMP as regular members, special constable members or civilian members. ***Purpose:*** This information is used to determine the suitability of individuals for engagement in the RCMP. ***Consistent Uses:*** This information is also used for research, planning, evaluation statistics and may also be matched with the following information banks: CMP PPE 090 (Honours and Awards), CMP PPE 804 (Member Grievance Records); CMP PPE 803 (RCMP Member Transfer/Promotion Board Proceedings/Staffing Action Files/Officer Candidates Assessment board Proceedings); CMP PEE 805 (RCMP Member); Discipline and Quashed Discipline Records); CMP PPE 806 (RCMP Member's Pay and Relocation Records); CMP PPE 815 (RCMP Member Conflict of Interest and Post Employment Code); CMP PPE 818 (Employment Equity Program). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. ***Retention and Disposal Standards:*** Information on unsuccessful applicants is maintained for a period of three calendar years at the headquarters of the division to which they applied. ***TBS Registration:*** 001008 ***Bank Number:*** CMP PPU 070

Complaints Against the RCMP or a Member, Enquiries and General Assistance

Description: This bank contains service and criminal investigation reports, occurrence reports, voluntary and ordered statements of members, statements of witnesses and complainants, and related correspondence of members and complainants. In addition to the requirements indicated on the Personal Information Request Forms, individuals must provide their full name, date of birth, sufficient detail of the occurrence, and the geographic location where the information search is to be conducted. Individuals wishing to access only specific information should identify the material desired, to expedite the processing of their requests. Service or internal investigations dealing with complaints from the public and which result in discipline against a member may be located in bank CMP PPE 805. ***Class of Individuals:*** This bank contains personal information on individuals who have been involved in complaints against the RCMP or its members, general enquiries by the public concerning the RCMP, and cases of general assistance to the public by the RCMP. ***Purpose:*** This information is used for the internal administration of the RCMP. ***Consistent Uses:*** The RCMP External Review Committee and the RCMP Public Complaints Commission may use the information respectively to enquire into grievances and investigate complaints against the RCMP or its members. Information in this bank is also used for research, planning, evaluation, press releases and statistical purposes. ***Retention and Disposal Standards:*** Information in this bank is retained for a minimum of two calendar years. Where the record has been designed as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. ***TBS Registration:*** 001011 ***Bank Number:*** CMP PPU 085

Honours and Awards

Description: This bank contains recommendations, supporting material, social insurance numbers (SIN) in some cases, and any assessments relating to the granting of an honour or award. The SIN is collected under the authority of the FAAS-7 for the purpose of maintaining information relative to the Incentive Awards Plan. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide the geographic location and sufficient detail of circumstances as may relate to them. Individuals wishing to access only specific information should identify the material desired, to expedite the processing of their requests. ***Class of Individuals:*** This bank contains personal information on individuals who have been recommended for an honour or award (usually for an act of bravery or distinguished service to the country), where the RCMP has provided supporting data to the issuing authority. ***Purpose:*** This information is used by the issuing authorities of various honours and awards programs to assist in determining whether or not to grant an honour or award. The SIN is used/collected for the purpose of issuing awards (cheque and T4 – 1A slip for income tax purposes) under the Suggestion and Merit Awards program. ***Consistent Uses:*** This information may also be used for research, planning, evaluation and statistics and may also be matched with the following information banks: CMP PPE 070 (Applicants' Records); CMP PPE 801 (RCMP Members Personnel Records); CMP PPE 802 (RCMP Member Service Records); CMP PPE 803 (RCMP Member Transfer/Promotion Board Proceedings/Staffing Action Files/Officer Candidates Assessment Board Proceedings); CMP PPE 805 (RCMP Member Discipline and Quashed

Discipline); CMP PPE 806 (RCMP Member's Pay Records); CMP PPE 815 (RCMP Member Conflict of Interest and Post Employment Code) and CMP PPE 818 (Employment Equity Program); CMP PPE 804 (RCMP Member Grievance Records). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. ***Retention and Disposal Standards:*** Information in this bank is retained for a minimum of three calendar years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. ***TBS Registration:*** 001012 ***Bank Number:*** CMP PPU 090

RCMP Police Car Accidents/Claims By or Against the RCMP

Description: This bank contains investigational and occurrence reports, statements, claims for damages, legal decisions and related documentation. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide sufficient detail of their contact with the RCMP including the date, nature and geographic location of the occurrence. Individuals wishing to access only specific information should identify the material desired, to expedite the processing of their requests. ***Class of Individuals:*** This bank contains personal information on individuals who have been involved in RCMP transport accidents, assessment and/or demands respecting damage or loss in relation to property, and other similar claims by or against the RCMP. ***Purpose:*** This information is used to determine liability for motor vehicle accidents and to process damage settlements. ***Consistent Uses:*** Information in this bank is also used for the internal administration of the RCMP, research, planning, evaluation and statistics and may also be matched with the following information banks: CMP PPE 070 (Applicants' Records); CMP PPE 801 (RCMP Members Personnel Records); CMP PPE 802 (RCMP Member Service Records); CMP PPE 803 (RCMP Member Transfer/Promotion Board Proceedings/Staffing Action Files/Officer Candidates Assessment Board Proceedings); CMP PPE 805 (RCMP Member Discipline and Quashed Discipline); CMP PPE 806 (RCMP Members' Pay Records); CMP PPE 815 (RCMP Member Conflict of Interest and Post Employment Code), CMP PPE 818 (Employment Equity Program) and CMP PPE 804 (RCMP Member Grievance Records). This information may be matched with information from other personal information banks and/or program records. All linkages for the purpose of administration or enforcement of the law and in the detection, prevention or suppression of crime are in compliance with the provisions of the Privacy Act. ***Retention and Disposal Standards:*** Information in this bank is retained for a minimum of two calendar years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. ***TBS Registration:*** 001009 ***Bank Number:*** CMP PPU 075

■ Training Directorate

Courses Administered by the RCMP

Description: This bank contains a record of nominal rolls, in some cases assessments including examinations, tests and other forms of performance measures and related documents. This bank also contains personal information on public servants employed by the RCMP, including their social insurance number (SIN), who have participated in courses administered by the RCMP or sponsored by an outside agency. It also includes the SIN of RCMP members who have participated in Public Service Commission (PSC) courses. The information is collected under the authority of the Public Service Staff Relations Act and the Public Service Employment Act. For members of the RCMP, assessments are also maintained on their personnel file (Bank CMP PPE 801). In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name, regimental number if applicable, the title, location and date of the course as well as whether they were an instructor or candidate. Individuals wishing to access only specific information should identify the material desired, to expedite the processing of their requests. ***Class of Individuals:*** This bank contains personal information on individuals who have applied for or attended, as candidates or instructors, training and development or educational courses administered by the RCMP, the PSC, the National Archives Canada, or other Training/Educational Institutions that are centrally controlled through registration procedures by the RCMP. ***Purpose:*** This information is used to support qualifications for certificates, awards or diplomas, determine the eligibility of candidates for future courses and support the renewal of an instructor's personal service contract. The information pertaining to public servants' and RCMP members' social insurance numbers is for the purpose of managing training throughout the public service and for administering courses provided by the PSC Staff Development Branch. ***Consistent Uses:*** This information is also used for research, planning, evaluation and statistics and may be matched with the following information banks: RCMP Member Personnel Records (CMP PPE 801), RCMP Member Transfer/Promotion Board Proceedings/Staffing Action Files/Officer Candidates Assessment Board Proceedings (CMP PPE 803), RCMP Grievance Records (CMP PPE 804), RCMP Member Discipline and Quashed Discipline Records (CMP PPE 805), Employment Personnel Records (CMP PSE 901), Staffing (CMP PSE 902), Training and Development (CMP PSE 905), Grievances (CMP PSE 910), Discipline (CMP PSE 911), Performance Reviews and Employee Appraisals (CMP PSE 912). All linkages for the purpose of administration or enforcement of the law and in the detection, prevention or suppression of crime are in compliance with the provisions of the Privacy Act. ***Retention and Disposal Standards:*** Information in this bank is retained for a minimum of five calendar years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. *TBS Registration:* 001010 *Bank Number:* CMP PPU 080

Operations/Law Enforcement and Protective Services

Criminal Operational Intelligence Records

Description: This bank contains personal information on individuals who have been implicated, following criminal intelligence investigations, in organized crime activities such as terrorism, drug trafficking, securities fraud, corruption, counterfeiting, extortion, gambling, loan sharking, pornography and prostitution. Also included in this bank are records containing personal information concerning administration, policy and management of confidential human sources and witnesses requiring protection relating to criminal operations. This bank contains investigations and occurrence reports, statements and related documentation. This bank is designated by the Governor-in-Council as an exempt bank pursuant to Section 18(1) of the Privacy Act, on the basis of section 22 of the Act. Information in this bank may be maintained in hard copy files as well as in automated form such as Automated Criminal Intelligence Information System (ACIIS) and FOCUS, Police Information Retrieval System (PIRS), Secure Criminal Information System and Division Information Bank (DIB). *Class of Individuals:* Individuals implicated in, or who are connected with and are the subject of criminal intelligence investigations including confidential human sources and witnesses. *Purpose:* Compiled in the administration or enforcement of the law and in the detection, prevention or suppression of crime generally. *Consistent Uses:* The information is used by accredited domestic and foreign law enforcement and investigative agencies in the administration or enforcement of the law and in the detection, prevention or suppression of crime generally. Personal information concerning human sources and witnesses is used in the administration and management of these individuals. This information is also used by federal departmental security officers for security and reliability screening, as well as for research, planning, evaluation and statistical purposes and may be matched with information from other personal information banks and/or program records. All linkages for the purpose of administration or enforcement of the law and in the detection, prevention or suppression of crime are in compliance with the provisions of the Privacy Act. *Retention and Disposal Standards:* Records within this bank are retained for a minimum of five calendar years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. *TBS Registration:* 000999 *Bank Number:* CMP PPU 015

Operational Case Records

Description: This bank contains personal information on individuals who have been involved in investigations under the Criminal Code, federal and provincial statutes, municipal by-laws and territorial ordinances. This bank contains investigational and occurrence reports, statements, exhibit reports, copies of court documents such as summonses, warrants, etc., court briefs, and in some instances records relating to criminal histories. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name, date of birth and the location where the investigation occurred. Individuals wishing to access only specified information should identify the material desired to expedite the processing of their requests. Information in this bank may be maintained in hard copy files as well as in automated form such as the Canadian Police Information Centre (CPIC), Police Information Retrieval System (PIRS), and the Division Information Bank (DIB). Information in the Social Insurance Registry may be disclosed to the RCMP pursuant to an agreement between EIC and the RCMP under section 126 of the Unemployment Insurance Act. *Class of Individuals:* Individuals involved in or the subject of criminal investigations. *Purpose:* Compiled in the administration or enforcement of the law and in the detection, prevention, or suppression of crime generally. The social insurance number (SIN) is used only for the following purposes: to establish the accurate identification of an individual; to aid in the identification of a deceased person and locate their next-of-kin; or to identify and locate the owner of lost or stolen property that has a SIN inscribed. *Consistent Uses:* This information is used by accredited domestic and foreign law enforcement and investigative agencies, departments of the Criminal Justice System and Courts in the administration or enforcement of the law and in the detection, prevention, or suppression of crime generally. Personal information about victims of crime may be released to victim assistance agencies such as Social Services. This information is also used by federal departmental security officers for security and reliability screening. This information may also be used for research, planning, training, evaluation and statistical purposes and may be matched with information from other personal information banks and/or program records. All linkages for the purpose of administration or enforcement of the law and in the detection, prevention or suppression of crime are in compliance with the provisions of the Privacy Act. *Retention and Disposal Standards:* Records in this bank are retained for a minimum of two calendar years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. *TBS Registration:* 000997 *Bank Number:* CMP PPU 005

Protection of Personnel and Government Property

Description: This bank contains personal information on individuals who have been involved in investigations concerning threats, potential threats, or incidents against persons of national or international importance or involving government property. This bank contains investigational and occurrence reports, statements, and related correspondence as well as personal information on numerous individuals the RCMP has an obligation to protect. In addition to the requirements indicated on the

Personal Information Request Form, individuals must provide their full name, date of birth and the geographic location where the information search is to be conducted. ***Class of Individuals:*** The information relates to any person considered a threat or possible threat and victims of threats or possible threats. ***Purpose:*** This information was compiled to assess whether or not given individuals pose a threat or are victims of threats as well as for the purposes of administration and enforcement of the law and detection and prevention of crime. ***Consistent Uses:*** This information is used by domestic and foreign law enforcement agencies in the administration and enforcement of the law and in the detection and prevention of crime. It is used by federal department security officers for security and reliability screening. It is also used for research, planning, evaluation and statistical purposes. This information may be matched with information from other personal information banks and/or program records. All linkages for the purpose of administration or enforcement of the law and in the detection, prevention or suppression of crime are in compliance with the provisions of the Privacy Act. ***Retention and Disposal Standards:*** Records within this bank are retained for a minimum of five calendar years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. ***TBS Registration:*** 001006 ***Bank Number:*** CMP PPU 055

■ Economic Crime Directorate

Regulatory Agency Enforcement History Records

Description: This bank contains personal information on individuals who have been accepted as registrants with provincial regulatory agencies. Some of these individuals have criminal/regulatory histories. Information in this bank contains biographical data supplied by regulatory agencies on individuals who have been licensed in the following financial sectors: securities, real estate, mortgage broker, insurance, franchise and commodities. Other related material may also be found in these records. Information in this bank is maintained in hard copy as well as on microfilm. Since January 1988, the collection of information for this bank has been restricted to personal information on individuals who have criminal records and/or violations of securities legislation and/or are subject to investigation by foreign authorities. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and date of birth. ***Class of Individuals:*** Individuals who have become registrants pursuant to provincial legislation. Some of these individuals have criminal/regulatory histories. ***Purpose:*** Compiled in the interest of enforcement responsibilities relating to investigations to detect, prevent and suppress crime within the financial sectors of the Canadian economy pursuant to federal/provincial legislation. ***Consistent Uses:*** The repository is utilized by federal and provincial regulatory agencies and the Royal Canadian Mounted Police to carry out enforcement responsibilities relating to investigations within the various financial sectors of the Canadian economy. The information may also be utilized by accredited foreign governments for regulatory and investigative purposes. Authorization for the repository is subject to Cabinet Document 612/66. This information may be matched with information from other personal information banks and/or program records. All linkages for the purpose of administration or enforcement of the law and in the detection, prevention or suppression of crime are in compliance with the provisions of the Privacy Act. ***Retention and Disposal Standards:*** Records within this bank are retained for a minimum of six calendar years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. ***TBS Registration:*** 001000 ***Bank Number:*** CMP PPU 020

■ Enforcement Services Directorate

Crime Prevention/Victim Services

Description: This bank contains personal information on individuals involved in regional RCMP Crime Prevention/Police Community Relations Programs such as the RCMP Summer Student Program or other divisional crime prevention programs. Such programs are intended to prevent and control the incidence of crime and protect life and property and to provide the candidates with the opportunity to interface with the police function and criminal justice system as a whole. This bank contains applications, written terms of involvement, and any other record used in accepting or rejecting an individual to participate in such a program. Information in this bank is not generally carded or indexed to an individual. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide sufficient detail of their involvement in the RCMP program, including the geographic location, dates and name of the program, to retrieve information of interest. Individuals wishing to access only specific information should identify the material desired, to expedite the processing of their requests. ***Class of Individuals:*** Individuals who have applied for and served in regional RCMP Community Relations/Crime Prevention Programs. ***Purpose:*** This information is used to determine the suitability of individuals to participate in RCMP Community Relations/Crime Prevention Programs. ***Consistent Uses:*** The information is also used for research, planning, evaluation and statistical purposes and may be matched with information from other personal information banks and/or program records. All linkages for the purpose of administration or enforcement of the law and in the detection, prevention or suppression of crime are in compliance with the provisions of the Privacy Act. ***Retention and Disposal Standards:*** Records within this bank are retained for a minimum of one calendar year following termination of employment at the headquarters of the division in which they are employed, and they are subsequently transferred to the National Archives of Canada, then to the National Personnel Records Centre for retention until the subject of the file reaches the age of

70 years. *TBS Registration:* 000998 *Bank Number:* CMP PPU 010

Identification Services Directorate

Criminal History Records and Identification Fingerprints

Description: This bank contains a record of criminal charges and dispositions, fingerprints and related correspondence identifiable by fingerprints. It also contains identification fingerprints taken pursuant to the Immigration Regulations, 1978 and fingerprints of employees of the RCMP and the CSIS. In addition to the requirements indicated on the Personal Information Request Form individuals who wish to obtain copies of their criminal records must forward a complete set of fingerprints taken by the RCMP or any other law enforcement agency to: Director, RCMP, Identification Services, Box 8885, Ottawa, Ontario, K1G 3M8. These fingerprints are used for the purposes of search and positive identification only, and will be returned with the access requests results. Information in this bank may be maintained in hard copy files or microfilm, as well as in automated form in the Canadian Police Information Centre (CPIC). *Class of Individuals:* Individuals who have been fingerprinted as a result of criminal charges, individuals fingerprinted under the Immigration Regulations, 1978 and employees of the RCMP and the CSIS. *Purpose:* Law enforcement, security/reliability clearances and identification purposes. *Consistent Uses:* This information is used by domestic and foreign law enforcement and investigative agencies of federal/provincial/state and municipal governments, departments of the Criminal Justice System and Courts, in the administration or enforcement of the law and in the detection, prevention or suppression of crime generally. This information is used by the Insurance Crime Prevention Bureaus for the purpose of combating arson and auto theft, by the federal/provincial/municipal agencies for security and reliability screening, by the Canadian Security Intelligence Service for the purposes of investigating threats to the security of Canada and the preparation of security assessments. This information is also used for research planning, evaluation and statistical purposes and may be matched with information from other personal information banks and/or program records. All linkages for the purpose of administration or enforcement of the law and in the detection, prevention or suppression of crime are in compliance with the provisions of the Privacy Act. Fingerprints taken under authority of the Immigration Regulations, 1978 are used for identification purposes in the immigration process. RCMP and CSIS employee fingerprints are used to assist in the maintenance of continuously updated security/reliability clearances. *Retention and Disposal Standards:* The personal information contained in this bank is broken down into several categories. The Dominion Archivist has assigned each of these categories a corresponding retention schedule which can vary from several months to the time data subject reaches the age of eighty years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. *TBS Registration:* 001002 *Bank Number:* CMP PPU 030

Firearms Registration/Legislation Records

Description: This bank contains applications to register restricted weapons, registration certificates, applications for permits, permits to carry, transport or convey restricted weapons: applications for firearm acquisition certificates, firearms acquisition certificates; documentation on prohibitions, refusals and revocation of certificates and permits. The Commissioner of the RCMP has the statutory authority under the Criminal Code to maintain a registry of every Restricted Weapon Registration Certificate. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name, date and place of birth and if available, certificate or permit number. Information in relation to registration certificates, refusals or revocations of registration certificates, and interprovincial permits to carry restricted weapon(s) is located at RCMP headquarters in Ottawa. Information relating to other permits, certificates and prohibitions is located at the detachment or unit level. Individuals wishing to access information not held in Ottawa must indicate the location and/or the name of the RCMP unit where the application was made, or the permit or certificate issued. Individuals wishing to access only specific information should identify the material desired, to expedite the processing of their requests. Information in this bank may be maintained in hard copy, on microfilm, and in automated form in the Canadian Police Information Centre (CPIC). *Class of Individuals:* Individuals who have applied to register restricted weapons in Canada and have been issued a certificate; applied to the RCMP for a Firearms Acquisition Certificate and have been issued a certificate; applied for and have been issued a permit by the RCMP to carry/convey/transport a restricted weapon in Canada; been refused or have had a permit or certificate revoked; or have been prohibited from possessing firearms. *Purpose:* The administration and enforcement of firearms control legislation in Canada. *Consistent Uses:* Information in this bank is used by domestic and foreign law enforcement and investigative agencies of federal, provincial/state and municipal governments, and chief provincial firearms officers, in the administration or enforcement of the law and in the detection, prevention or suppression of crime in general. This information may be matched with information from other personal information banks and/or program records. All linkages for the purpose of administration or enforcement of the law and in the detection, prevention or suppression of crime are in compliance with the provisions of the Privacy Act. *Retention and Disposal Standards:* Information in this bank is retained for a minimum of two calendar years. Some personal information in this bank may be retained permanently pursuant to the Criminal Code. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. *TBS Registration:* 001003 *Bank Number:* CMP PPU 035

Lost or Stolen Passports

Description: This bank contains personal information about individuals who have lost their passports or who have had their passports stolen. Information contained in this bank is provided by and is a copy of the Department of External Affairs Passport Office file. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name, date and place of birth and passport number if known. Individuals wishing to access only specific information should identify the material desired, to expedite the processing of their requests. Information in this bank may be maintained in hard copy files as well as in automated form in the Canadian Police Information Centre (CPIC). ***Class of Individuals:*** Individuals who have lost passports or had them stolen. ***Purpose:*** To locate lost or stolen passports and prevent their illegal use. ***Consistent Uses:*** This information is used by domestic and foreign law enforcement and investigative agencies of federal, provincial/state and municipal governments to recover lost or stolen passports and to identify the illegal use of these documents. This information may be matched with information from other personal information banks and/or program records. All linkages for the purpose of administration or enforcement of the law and in the detection, prevention or suppression of crime are in compliance with the provisions of the Privacy Act. ***Retention and Disposal Standards:*** Information is retained until the passport has been located or has expired. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. ***TBS Registration:*** 001004 ***Bank Number:*** CMP PPU 040

■ National Security Investigations Directorate

National Security Investigations Records

Description: This bank contains personal information about individuals who come to the attention of the RCMP in the course of national security enforcement including information collected in the fulfilment of the primary responsibility conferred by subsection 6(1) of the Security Offenses Act, more particularly information obtained or prepared for investigation purposes in respect of an offence under any law of Canada where a) the alleged offence arises out of conduct constituting a threat to the security of Canada within the meaning of the Canadian Security Intelligence Service Act, or b) the victim of the alleged offence is an internationally protected person within the meaning of section 2 of the Criminal Code, or the apprehension of the commission of such an offence. This bank also contains security assessments relating to internationally protected persons, as well as information concerning the management of protection services for confidential sources and witnesses used in national security investigations. Information in this bank may be maintained in hard copy files as well as in automated form. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name, date of birth and the geographic location where the information search is to be conducted. ***Class of Individuals:*** Individuals who come to the attention of the RCMP during the course of national security enforcement, including fulfilment of the primary responsibility pursuant to subsection 6(1) of the Security Offenses Act, internationally protected persons, and persons providing confidential information in security investigations. ***Purpose:*** Information in this bank is used by the RCMP whose duties involve the enforcement of the law and the prevention of crime in carrying out its mandate and responsibilities in relation to national security enforcement and for the purposes of security and reliability screening. ***Consistent Uses:*** The information is used in the course of national security enforcement including fulfilment of the RCMP's primary responsibility conferred by subsection 6(1) of the Security Offenses Act. Information is required to carry out their mandate and responsibilities in relation to national security investigations and for security and reliability screening. Information in this bank is used by domestic and foreign law enforcement and investigation agencies in connection with their official duties and responsibilities in relation to the enforcement or administration of the law and to carry out their mandate and responsibilities in relation to national security investigations. It is also used by CSIS and other federal department security officers for security and reliability screening. It is also disclosed to domestic and foreign law enforcement and investigative agencies in connection with national security investigations. This information may be matched with information from other personal information banks and/or program records. All linkages for the purpose of administration or enforcement of the law and in the detection, prevention or suppression of crime are in compliance with the provisions of the Privacy Act. ***Retention and Disposal Standards:*** Presently under review. ***TBS Registration:*** 001001 ***Bank Number:*** CMP PPU 025

■ Protective Policing Directorate

Indices Checks – For the Protection of Persons of National and International Importance

Description: This bank contains personal information on individuals who have applied for media accreditation or who, by virtue of their employment, will be in close proximity to visiting national or international dignitaries. This bank contains biographical data supplied by individuals and is used to determine their eligibility to obtain media accreditation; and biographical data on individuals who will have access to areas where a visiting national or international dignitary may be. In addition to the requirements on the Personal Information Request Form, individuals must identify details pertaining to the VIP visit such as name of visiting dignitary, dates and location of visit, in order to retrieve and expedite the processing of this request. ***Class of Individuals:*** The information relates to media personnel and technicians, and any person that may be in close proximity to the VIP by virtue of their employment. ***Purpose:*** Purpose is to determine eligibility to obtain media or service accreditation for a specific visit, and to comply with the mandate of Protective Services. ***Consistent Uses:*** This information is used by accredited domestic law enforcement agencies to support decisions as to whether media/service accreditation will be granted. This information may be matched with information from other personal information banks and/or program records. All linkages for the purpose of administration or enforcement of the law and in the detection, prevention or suppression of crime are in compliance with the provisions of the Privacy Act. ***Retention and Disposal Standards:*** Records within this bank are retained for a minimum of five calendar years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. ***TBS Registration:*** 001007 ***Bank Number:*** CMP PPU 060

Security/Reliability Screening Records

Description: This bank contains personal data about individuals who have been the subject of a security clearance or basic or enhanced reliability check while members or employees of the RCMP, or while applying to become a member or employee of the RCMP or individuals employed under contracts awarded or administered by the RCMP. Security clearances are carried out to assess an individual's loyalty and reliability as it relates to loyalty. Reliability checks are done to assess an individual's reliability. The data in the bank would include personal information about the subject and his or her immediate family. It may also include results or criminal records name or fingerprint checks, credit bureau checks, investigative reports related to interviews with neighbours, previous employers, character references, and an analysis of the information. Also on file is the level of security clearance issued or reliability status granted or the reasons same was denied or revoked. ***Note:*** In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name, date of birth and specify whether it is security clearance or reliability check records they want to access. When accessing reliability check records individuals must also indicate the division in which they applied or were (are) employed. RCMP members and ex-members must indicate their regimental number. Public servants must indicate their public service number. Individuals wanting to access only specific information should identify the material desired in order to expedite the request. Security clearance files are maintained by the Officer in Charge, Departmental Security, Ottawa. Reliability check files are maintained by the Division Security Officer in the Division concerned and in some cases also by the Officer in Charge, Departmental Security. ***Class of Individuals:*** Members or employees of the RCMP or individuals applying to become a member or employee of the RCMP or individuals employed under contracts awarded or administered by the RCMP. ***Purpose:*** To assess an individual's loyalty and reliability as it relates to loyalty. Reliability checks are done to assess an individual's reliability. ***Consistent Uses:*** This information may be matched with information from other personal information banks and/or classes of records. All linkages for the purpose of administration or enforcement of the law and in the detection, prevention or suppression of crime are in compliance with the provisions of the Privacy Act. ***Retention and Disposal Standards:*** The retention and disposal schedule for these records is under review by the Dominion Archivist. ***Bank Number:*** CMP PPU 065

Manuals

Basic Manuals

- Administration Manual
- Operational Manual

Subsidiary Manuals

- Air Services
- Career Management
- CPIC Reference Manual
- Financial Management
- Firearms Training
- Forensic Identification
- Health Services
- Informatics
- Laboratory Services
- Material and Services
- National Firearms
- Pay Procedures
- Personnel Administration Manual – Public Service
- Planning
- Property Management
- Protective Policing
- Security
- Tactical Operations
- Training
- Uniform and Dress

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the RCMP and its various programs and functions may be directed to:

Royal Canadian Mounted Police
Public Affairs Directorate
1200 Vanier Parkway
Ottawa, Ontario
K1A 0R2
(613) 993-1085

Reading Room

In accordance with the Access to Information Act, members of the public may examine the basic and subsidiary manuals governing the administration and operation of the Royal Canadian Mounted Police at:

Ministry of the Solicitor General
340 Laurier Avenue West
Ottawa, Ontario
(hours 8:00 to 15:00)

Reading rooms are also available at the following Divisional Headquarters:

Atlantic Region

306 Charter Avenue
Pleasantville, Newfoundland
hours: 08:30 to 12:00; 12:45 to 16:30

3139 Oxford Street
Halifax, Nova Scotia
hours: 08:30 to 16:30

1445 Regent Street
Fredericton, New Brunswick
hours: 08:30 to 16:30

450 University Avenue
Charlottetown, Prince Edward Island
hours: 08:30 to 16:30

Central Region

4225 Dorchester Boulevard
Montreal, Quebec
hours: 08:30 to 16:30

225 Jarvis Street
Toronto, Ontario
hours: 08:30 to 16:30

Western and Northern Region

1091 Portage Avenue
Winnipeg, Manitoba
hours: 08:30 to 16:30

6101 Dewdney Avenue
Regina, Saskatchewan
hours: 08:30 to 16:30

11140 – 109th Street
Edmonton, Alberta
hours: 08:30 to 16:30

5255 Heather Street
Vancouver, British Columbia
hours: 08:30 to 16:30

4100 – Fourth Avenue
Whitehorse, Yukon Territory
hours: 08:30 to 16:30

5010 – 49th Avenue
Yellowknife, Northwest Territories
hours: 08:30 to 16:30

Science Council of Canada

Chapter 102

General Information

Background

The Science Council of Canada was created by the federal government in 1966 to provide independent advice on science and technology policy in Canada. Its duties are set out in the Science Council of Canada Act and were enlarged by amendments made in 1978.

Responsibilities

The Council's major responsibilities are to analyze science and technology policy issues; recommend policy direction to government; keep the public informed about the impact of science and technology in Canada; and stimulate discussion of science and technology policy among governments, industry and academic institutions. It reports to Parliament throught the Minister of State for Science and Technology. The Council operates at "arm's length" from government, designing its own program of research and publishing its findings at its own discretion.

Legislation

- Science Council of Canada Act

Organization

The Council consists of a chairman, a vice-chairman and up to 28 members drawn from all regions and representative of a variety of disciplines and interests, with a balance maintained between the academic and industrial communities. Aside from the chairman and vice chairman, members serve without remuneration. The Council's project activities are carried out by staff based in Ottawa and by independent consultants working under contract. In general, the Council identifies areas of policy concern, authorizes exploratory studies, and then selects the most appropriate, specific activities. A major study (i.e. one requiring more than one year to complete) is normally conducted under the guidance of a study committee, which includes a chairman and some members of the Council, and outside experts, if necessary. The staff and consultants under contract carry out the research and analysis and draft reports for discussion by appropriate committees and, in the case of formal policy reports, for subsequent submission to project committees and to the Council for approval.

Information Holdings

Program Records

Research

Description: These records relate to work completed for specific projects. They include information generated by Council staff and outside experts who have been commissioned to assist in carrying out the projects. *Program Record Number:* SCS RES 005

Personal Information Banks

Membership of Council

Description: The bank contains the curricula vitae and, in some cases, photographs of Governor-in-Council appointments to the Science Council of Canada. Information about Council members is available to the public, and appointments are announced in press releases by the government when the appointments are made. Members are selected from all regions of Canada and are representative of a wide variety of disciplines and interests. A balance is maintained between the academic and industrial communities. *Class of Individuals:* Current and former members of the Council. *Purpose:* This bank is used to maintain a record of past and present membership for administrative and historical purposes. *Retention and Disposal Standards:* Files have been retained since the establishment of the council in 1966. *TBS Registration:* 002563 *Bank Number:* SCS PPU 010

Personal Services Contracts

Description: This bank contains information on individuals who have signed personal services contracts with the Council. The bank may contain information on the qualifications and work experience of the contractor, letters of reference, and details of the contract. *Class of Individuals:* Individuals who currently have, or formerly had, a contract with the Council. *Purpose:* The purpose of this bank is to maintain a record of accepted tenders for research contracts, and to issue contracts. *Consistent Uses:* The information may be used to determine terms of payments, contract extension or renewal, and other decisions pertaining to the contract. *Retention and Disposal Standards:* Files are destroyed six years after the completion of the contract. *TBS Registration:* 002564 *Bank Number:* SCS PPU 005

Manuals

Through its publications and other communication activities, the Council increases public awareness of major issues involved in the development and use of science and technology. Science Council Publications are available from the address listed below.

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Council and its various programs may be directed to:

Science Council of Canada
Berger Building, 17th Floor
100 Metcalfe Street
Ottawa, Ontario
K1P 5M1

(613) 996-2681

Reading Room

In accordance with the Access to Information Act, an area on the premises of the Science Council has been designated as a public reading room. The address is:

Berger Building, 17th Floor,
100 Metcalfe Street,
Ottawa, Ontario.

Security Intelligence Review Committee

Chapter 103

General Information

Background

The Security Intelligence Review Committee was established under the Canadian Security Intelligence Service Act on July 14, 1984.

Responsibilities

The Security Intelligence Review Committee, an independent external review body, is mandated to review the performance by the Canadian Security Intelligence Service of its duties and functions. The Committee is required to investigate complaints from individuals who have had their employment prospects affected by the denial of a security clearance. It also investigates reports made to it by the Secretary of State for Citizenship, the Minister of Immigration, the Human Rights Commission, and the Solicitor General of Canada, which relate to national security or to an individual's involvement in organized crime. The Committee is required to report annually to Parliament, through the Solicitor General, on these matters.

Legislation

- Canadian Security Intelligence Service Act

Organization

Research Section: Carries out studies and other activities to provide the external review of the Canadian Security Intelligence Service.

Complaints Section: Investigates complaints by individuals, or reports by Ministers, related to security clearances and the national security of Canada.

Information Holdings

Personal Information Banks

Section 41 of the Canadian Security Intelligence Service Act – Complaints Against the Canadian Security Intelligence Service

The Security Intelligence Review Committee may receive complaints from any person with respect to any act or thing done by the Canadian Security Intelligence Service (CSIS) and the Committee shall investigate the complaint if (a) the complainant has made a complaint to the Director with respect to that act or thing and the complainant has not received a response within such period of time as the Committee considers reasonable, or is dissatisfied with the response given; and (b) the Committee is satisfied that the complaint is not trivial, frivolous, vexatious or made in bad faith. Upon completion of its investigation of a section 41 complaint, the Review Committee shall provide the Solicitor General and the Director of the Canadian Security Intelligence Service with a report and will then advise the complainant of the Committee's conclusions and recommendations. The information was obtained to complete investigations resulting from the submission of a complaint against the CSIS under section 41 of the Canadian Security Intelligence Service Act. Consistent uses are to support the recommendations resulting from the investigation of a complaint. ***Bank Number:*** SIR PPU 005

Section 42 of the Canadian Security Intelligence Service Act – Complaints from Federal Employees – Including DND and Contractors

When complaints are received from individuals where, by reason only of the denial of a security clearance required by the Government of Canada, a decision is made by a deputy head to deny employment to an individual or to deny a promotion or transfer to an individual, or to deny an individual or any other person a contract to provide goods or services to the Government of Canada, the deputy head shall send, within ten days after the decision is made, a notice informing the individual of the denial of the security clearance. The Review Committee shall, as soon as practicable after receiving a complaint made under section 42, send to the complainant a statement summarizing such information available to the Committee as will enable the complainant to be as fully informed as possible of the circumstances giving rise to the denial of the security clearance and shall send a copy of the statement to the Director of the Canadian Security Intelligence Service. Upon completion of an investigation in relation to a complaint under section 42, the Review Committee shall provide the Solicitor General, the Director of the Canadian Security Intelligence Service and the deputy head concerned with a report containing any recommendations that the Committee considers appropriate and those findings of the investigation that the Committee considers it fit to report to the complainant. This information was obtained as part of an investigation by the Review Committee under section 42 of the Canadian Security Intelligence Service Act. Consistent uses are to support the recommendations made following the investigation. ***Bank Number:*** SIR PPU 010

Section 73 of the Canadian Security Intelligence Service Act – Reports Submitted to the Canadian Human Rights Commission

When, at any stage after the filing of a complaint with the Human Rights Commission and before the commencement of a hearing before a Human Rights Tribunal in respect thereof, the Commission receives written notice from a Minister of the Crown in right of

Canada that the practice to which the complaint relates was based on considerations relating to the security of Canada, the Commission may (a) dismiss the complaint; or (b) refer the matter to the Security Intelligence Review Committee. The Security Intelligence Review Committee shall, as soon as practicable after a matter in relation to a complaint under subsection 36.1 of the Canadian Human Rights Act is referred to it, send to the complainant a statement summarizing such information available to it as will enable the complainant to be as fully informed as possible of the circumstances giving rise to the referral. Upon completion of its investigation, the Review Committee shall provide the Commission, the Minister concerned, the Solicitor General, the Director of the Canadian Security Intelligence Service and the complainant with a report containing the findings of the Committee. This information relates to any individual who has filed a complaint with the Canadian Human Rights Commission, or the person against whom the complaint was made. This information was obtained as part of an investigation by the Review Committee under section 73 of the Canadian Security Intelligence Service Act. Consistent uses are to support the recommendations arrived at following the investigation. ***Bank Number:*** SIR PPU 015

Section 75 of the Canadian Security Intelligence Service Act – Citizenship Reports

The Secretary of State for Citizenship under subsection 17 of the Citizenship Act may make a report to the Review Committee when he is of the opinion that a person should not be granted citizenship under section 5 or subsection 10(1) or administered the oath of citizenship or be issued a certificate of renunciation under section 8 because there are reasonable grounds to believe that the person will engage in activity that constitutes a threat to the security of Canada, or that is part of a pattern of criminal activity planned and organized by a number of persons acting in concert in furtherance of the commission of any offence that may be punishable under any Act of Parliament by way of indictment. The Secretary of State shall, within ten days after the report is made, cause a notice to be sent informing the person of the report and stating that following an investigation in relation thereto, a declaration with respect to that person may be made by the Governor in Council under section 18. The Review Committee shall, as soon as practicable after a report is made to it pursuant to paragraph 1 above, send to the person with respect to whom the report is made a statement summarizing such information available to it as will enable the person to be as fully informed as possible of the circumstances giving rise to the report. The Review Committee shall, upon completion of an investigation in relation to a report made to it, make a report to the Governor in Council on all matters relating thereto; and at the same time as or after a report is made to the Governor in Council provide the complainant with a report containing the conclusions of the report. The complete report is also sent to the Director of the Canadian Security Intelligence Service and the Solicitor General. This information relates to any individual who is the subject of a report made to the Review Committee by the Secretary of State for Citizenship under section 17 of the Citizenship Act. This information was obtained as part of an investigation by the Review Committee under section 75 of the Canadian Security Intelligence Service Act. Consistent uses are to support the recommendations arrived at following the investigation. ***Bank Number:*** SIR PPU 020

Section 79 of the Canadian Security Intelligence Act – Immigration Reports

Under section 79 of the Canadian Security Intelligence Act, the Minister of Employment and Immigration and the Solicitor General may make a report to the Review Committee when they are of the opinion, based on security or criminal intelligence reports received and considered by them, that a person, other than a Canadian citizen, is (a) in the case of a permanent resident, a person described in subparagraph 19(1)(d)(ii) or paragraph 19(1)(e) or (g) or 27(1)(c) of the Immigration Act, or (b) in any other case, a person described in any of paragraphs 19(1)(d) to (g) or 27(2)(c) of the Immigration Act. They shall, within ten days after the report is made, cause a notice to be sent informing the person that following an investigation in relation thereto, a deportation order may be made against that person. The Review Committee shall, as soon as practicable after a report is made to it, send to the person with respect to whom the report is made a statement summarizing such information available to it as will enable the person to be as fully informed as possible of the circumstances giving rise to the report. The Review Committee shall, upon completion of an investigation in relation to a report made to it pursuant to subsection 2, make a report to the Governor in Council containing its conclusion as to whether or not a certificate should be issued under subsection 40(1) and the grounds on which that conclusion is based. At the same time as or after a report is made to the Governor in Council, the Committee shall provide the person with respect to whom the report is made with another report containing the Committee's conclusions. This information relates to any individual who is the subject of a report made to the Review Committee by the Secretary of State for Immigration under sections 19 and 27 of the Immigration Act. This information was obtained as part of an investigation by the Review Committee under section 79 of the Canadian Security Intelligence Service Act. Consistent uses are to support the recommendations arrived at following the investigation. ***Bank Number:*** SIR PPU 025

Manuals

- The Security Intelligence Review Committee's Rules of Practice and Procedures, dated March 9, 1985

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Individuals wishing to make general enquiries on the Security Intelligence Review Committee are requested to contact:

The Security Intelligence Review Committee
P.O. Box 2430, Station D
Ottawa, Ontario
K1P 5W5

(613) 990-8441

Reading Room

Two offices have been designated under the Access to Information Act as public reading rooms. These rooms are situated at:

14th floor
Journal Tower South
365 Laurier Avenue West
Ottawa, Ontario

Social Sciences and Humanities Research Council of Canada

Chapter 104

General Information

Background

The Social Sciences and Humanities Research Council is a grant-giving body whose funds are voted by Parliament. Its mandate, in the terms of Section 4 of the Government Organization (Scientific Activities) Act, 1976-77, is "to promote and assist research and scholarship in the social sciences and humanities; and advise the Minister in respect of such matters relating to such research as the Minister may refer to the Council for its consideration." The Council administers programs of fellowships for research training and research resources and support as well as grants for research, international scholarly activities, scholarly publishing, conferences and other research-related activities.

Responsibilities

The Council's objectives are to enhance the advancement of knowledge by supporting basic research in the social sciences and humanities; to support strategic research in fields of national importance; to help ensure Canada's national capacity for research and expertise in the social sciences and humanities by supporting advanced training in these disciplines; to facilitate communication among scholars in Canada and abroad and to promote awareness and use of SSHRC-funded results within the academic community, the public and private sectors and the general public. In addition, the Council performs a leadership role in research policy in Canada through consultations and liaison with government and the scholarly community.

Legislation

- Government Organizations (Scientific Activities) Act, 1976
- Social Sciences and Humanities Research Council By-Laws

Organization

■ Office of the Secretary General

The Office of the Secretary General supervises the administration of the Secretariat, the Policy and Planning Division, the Evaluation and Statistics Division and the Communications Division. It is also responsible for administering the Presidential Fund for Innovation and Development.

Secretariat: Performs secretariat functions for the Council and its standing committees and any other ad hoc groups created to study particular issues. The Secretariat also administers the Access to Information and Privacy (ATIP) legislation.

Policy and Planning Division: Conducts research and analysis related to the work of the Council and is responsible for program projections and allocations, and for coordinating policy and program development.

Evaluation and Statistics Division: Plans and conducts evaluations of Council programs, develops and implements new approaches for evaluating the results of research support, and for preparing and distributes summary statistics on the participants and results of Council programs in response to internal and external requests.

Communications Division: This Division is responsible for public relations with government, the scholarly community, the media and the general public. It publishes the annual report, applicant guides and forms, as well as other informational material for all Council programs and reports of consultative groups. It also prepares news releases, newsletters, official briefs, statements and speeches.

■ Program Branch

The Branch is responsible for fostering, promoting and assisting research through the delivery of the Council's grants and scholarships programs.

Research Grants Division: Administers programs of financial support to individuals for scholarly research.

Strategic Grants Division: Awards grants to institutions and individual scholars to provide assistance for research and other scholarly work contributing to the fulfilment of national objectives. The Strategic Grants Programs develop a capacity for multidisciplinary research in particular areas. The Joint Initiatives share this objective but are developed in partnership with other agencies.

Research Communication and International Relations Division: This Division is responsible for grants awarded to assist learned journals, scholarly publications and associations, specialized research collections in university libraries, occasional scholarly conferences in Canada and umbrella organizations. It provides general research funds directly to universities for small research and for travel grants for Canadian scholars contributing to major international scholarly meetings, and to aid small universities for the development of research potential. This division also administers programs which provide travel grants for international representation, grants for international congresses in Canada and grants for Canadian research institutes abroad.

Fellowships Division: Administers fellowships for research training and independent research.

■ Administration Branch

The Administration Branch provides administrative support to the Council in the areas of personnel, information management, finance, materiel and records management.

Information Holdings

Program Records

■ Office of the Secretary General

Communications
Description: Information on Council programs and policies, publications, public relations. ***Topics:*** Annual report; newsletters; public relations (news releases, speeches, statements, press clippings); history and background of Council; publications (reports of enquiries, working groups, consultative groups, workshops); production of documents (application forms, brochures, guidelines, etc.); correspondence. ***Program Record Number:*** SHR INF 015

Evaluation and Statistics
Description: Information on the evaluation of Council programs. Statistics correlating the number of applications, the amounts of money requested, the number of awards made and the amount paid out in awards with various data on the applicants – academic discipline, language of application (English or French), gender, province of residence, university affiliation, citizenship (Canadian or permanent resident). ***Topics:*** Review and analysis of progress in program accomplishments in relation to program goals; evaluation assessments. ***Program Record Number:*** SHR EVA 021

Policy and Planning
Description: Information on the plans, programs and budgets of the Council. ***Topics:*** Five-Year Plans; new programs; surveys; studies and reports, reports and statistics on the past matching funds policy. ***Program Record Number:*** SHR EVA 020

Presidential Grants for Innovation and Development
Description: Information related to funds made available for grants in support of meritorious activities that cannot benefit from the support available under the Council's various programs. ***Program Record Number:***

Secretariat Documents
Description: Official records and minutes of meetings held under the auspices of the Council; information on co-operation and liaison with the provinces, on legal matters, and on the administration of the ATIP legislation. ***Topics:*** Council, Executive Committee, Program Committee, Audit Committee and Liaison Group; establishment; organization; functions; agenda; notices; minutes; reports; acts and legislation; by-laws; statutory regulations; ATIP requests, reports, directives from Treasury Board; correspondence. ***Program Record Number:*** SHR SEC 005

■ Research Grants Division

Internal Program Committees
Description: Information on program planning committees, operations committees, task forces and policy review committees. ***Topics:*** Records and minutes of meetings, reports, committee membership, correspondence. ***Program Record Number:*** SHR RES 060

Major Research Grants
Description: Application files for scholars requesting a major research grant. (Major Research Grants have replaced the type of award previously made under the Major Editorial and Negotiated Grants Programs.) ***Storage Medium:*** Computerized database and paper case files. ***Program Record Number:*** SHR RES 040

Research Grants
Description: Application files for scholars requesting a research grant. ***Storage Medium:*** Computerized database and paper case files. ***Program Record Number:*** SHR RES 035

■ Strategic Grants Division

Applied Ethics
Description: Application files for individuals, institutions and groups requesting grants in the area of Applied Ethics. ***Topics:*** Grant requests – research networks, workshops, partnership development, area research institutes. ***Storage Medium:*** Computerized database and paper case files. ***Program Record Number:*** SHR STR 113

Canadian Studies Research Tools
Description: Application files for individuals, institutions and groups requesting grants to prepare finding aids for primary and secondary source materials in the field of Canadian Studies. ***Program Record Number:*** SHR STR 085

Education and Work in a Changing Society
Description: Application files for individuals, institutions and groups requesting grants for research on the relationship between education and work in a changing society. ***Topics:*** Grant requests – research grants, seed money, workshop, networks, partnership development. ***Storage Medium:*** Computerized database and paper case files. ***Program Record Number:*** SHR STR 112

Internal Program Committees
Description: Information on program planning committees, operations committees, task forces and policy review committees. ***Topics:*** Records and minutes of meetings, reports, committee membership, correspondence. ***Program Record Number:*** SHR STR 115

Joint Initiatives
Description: Application files for individuals, institutions and groups requesting grants under the Joint Initiatives program. ***Topics:*** Grant requests – research projects, chairs, research centres and networks, and other activities defined in conjunction with public- and private-sector

partners in the joint funding. *Storage Medium:* Computerized database and paper case files. *Program Record Number:* SHR STR 117

Managing for Global Competitiveness

Description: Application files for individuals, institutions and groups requesting grants in the area of Managing for Global Competitiveness. *Topics:* Grant requests – research networks, workshops, partnership development. *Storage Medium:* Computerized database and paper case files. *Program Record Number:* SHR STR 114

Science and Technology Policy in Canada

Description: Application files for individuals, institutions and groups requesting grants in the area of Science and Technology Policy in Canada. *Topics:* Grant requests – research networks, workshops, partnership development. *Storage Medium:* Computerized database and paper case files. *Program Record Number:* SHR STR 116

Women and Work

Description: Application files for individuals, institutions and groups requesting grants in the area of women and work. *Topics:* Grant requests – research, seed money, workshops, networks, partnership development. *Storage Medium:* Computerized database and paper case files. *Program Record Number:* SHR STR 080

■ Research Communication and International Relations Division

Canadian Research Institutes Abroad (Program for)

Description: Application files for institutes to assist Canadian scholars abroad. *Storage Medium:* Computerized database and paper case files. *Program Record Number:* SHR IDR 191

General Research Grants

Description: Information on requests for block funding to universities for small research and travel grants and for travel grants for Canadian scholars contributing to major international scholarly meetings. *Storage Medium:* Computerized database and paper case files. *Program Record Number:* SHR RES 055

Internal Program Committees

Description: Information on program planning committees, operations committees, task forces and policy review committees. *Topics:* Records and minutes of meetings, reports, committee membership, correspondence. *Program Record Number:* SHR IDR 200

International Congresses in Canada (Aid to)

Description: Application files for grants to assist Canadian scholars for administration, publication and participation costs of international scholarly conferences in Canada. *Storage Medium:* Computerized database and paper case files. *Program Record Number:* SHR IDR 175

International Representation (Travel Grants for)

Description: Application files for grants to Canadian scholars serving on boards of international scholarly organizations for travel to management and policy meetings of these organizations. *Storage Medium:* Computerized database and paper case files. *Program Record Number:* SHR IDR 160

Learned Journals (Aid to)

Description: Application files for learned societies, research institutions and groups of scholars requesting assistance towards the production of learned journals which meet the criteria of professional scholarship. *Storage Medium:* Computerized database and paper case files. *Program Record Number:* SHR IDR 125

Scholarly Associations (Aid and Attendance Grants)

Description: Application files for scholarly associations requesting assistance towards administrative costs and travel costs incurred by members in attending their annual general meetings. *Storage Medium:* Computerized database and paper case files. *Program Record Number:* SHR IDR 136

Scholarly Conferences in Canada (Aid to Occasional)

Description: Application files for universities, groups of scholars and scholarly associations requesting partial travel and subsistence costs of participants in scholarly conferences held in Canada. *Storage Medium:* Computerized database and paper case files. *Program Record Number:* SHR IDR 130

Scholarly Publications (Aid to)

Description: Information on the administration by the Social Science Federation of Canada and the Canadian Federation for the Humanities of their program of assistance of the publication of works of advanced scholarship, this being done by defraying the publisher's deficit on the production and marketing of the book. *Program Record Number:* SHR IDR 145

Small Universities (Aid to)

Description: Application files for universities meeting the eligibility criteria and requesting grants to help develop research potential. *Storage Medium:* Computerized database and paper case files. *Program Record Number:* SHR RES 090

Specialized Research Collections in University Libraries (Support for)

Description: Application files for Canadian university libraries requesting grants to improve library collections which are considered as having national or regional significance for research in a particular area. *Topics:* Grant requests – regular program; Fleeting Opportunities program. *Storage Medium:* Computerized database and paper case files. *Program Record Number:* SHR IDR 095

Umbrella Organizations (Support to)

Description: Application files from the Canadian Federation for the Humanities, the Social Science Federation of Canada and l'Association canadienne-française pour l'avancement des sciences for the support of their administrative expenses. *Storage Medium:* Computerized database and paper case files. *Program Record Number:* SHR IDR 150

■ Fellowships Division

Canadian Law Scholarship Foundation / SSHRC Legal Research Fellowship

Description: Application files from outstanding doctoral fellowship recipients who intend to undertake a program in Canadian civil or common law. ***Storage Medium:*** Computerized database and paper case files. ***Program Record Number:*** SHR FEL 243

Casgrain Fellowship (Thérèse F.)

Description: Application files for scholars at the postdoctoral level requesting support for research on women and social change in Canada. ***Storage Medium:*** Computerized database and paper case files. ***Program Record Number:*** SHR FEL 241

Doctoral Fellowships

Description: Application files for students seeking financial assistance to carry out a program of studies leading to a Ph.D.; application files for doctoral fellowship holders applying for support for a first, second, third and fourth year of a doctoral program. ***Storage Medium:*** Computerized database and paper case files. ***Program Record Number:*** SHR FEL 220

Internal Program Committees

Description: Information on program planning committees, operations committees, task forces and policy review committees. *Topics:* Records and minutes of meetings, reports, committee membership, correspondence. ***Program Record Number:*** SHR FEL 245

Joint Initiatives: SSHRC/FCAR/NSERC

Description: Application files for doctoral fellowship recipients wishing to experience a different linguistic milieu and place of study, transferring, for example, from Quebec to another province, or vice versa. ***Storage Medium:*** Computerized database and paper case files. ***Program Record Number:*** SHR FEL 242

Laskin National Fellowship in Human Rights Research (Bora)

Description: Application files for scholars requesting support to pursue a specific multi-disciplinary program of work in human rights research. ***Storage Medium:*** Computerized database and paper case files. ***Program Record Number:*** SHR FEL 240

Léger Fellowship (Jules and Gabrielle)

Description: Application files for senior scholars requesting support for research and writing on the history, role and function of the Crown and the Governor-General in a parliamentary democracy. ***Storage Medium:*** Computerized database and paper case files. ***Program Record Number:*** SHR FEL 230

NSERC/SSHRC Master's Scholarships in Science Policy

Description: Application files for students seeking financial assistance to carry out a program of studies leading to a master's in science policy or in a related area. ***Storage Medium:*** Computerized database and paper case files. ***Program Record Number:*** SHR FEL 246

Postdoctoral Fellowships

Description: Application files for scholars at the postdoctoral level who are requesting funds to engage in full-time postdoctoral research; application files for postdoctoral fellowship holders applying for a second year of support. ***Storage Medium:*** Computerized database and paper case files. ***Program Record Number:*** SHR FEL 215

Queen's Fellowships

Description: One or two fellowships selected from doctoral fellowship recipients entering a program in Canadian Studies at a Canadian university. ***Storage Medium:*** Computerized database and paper case files. ***Program Record Number:*** SHR FEL 216

Personal Information Banks

Applicant Central Registry

Description: This data bank contains information on all individuals and institutions applying for the Council's grants and fellowship programs. Each applicant is identified by name and year of birth. The file also contains information on the individual applicant's academic background, gender, language of application (English or French), and citizenship (Canadian or permanent resident). The number assigned to each application made by an individual to the Council is included in the file, along with a code indicating the result of that application. ***Class of Individuals:*** Graduate students, university scholars, independent scholars, individuals from the private sector. I also contains the name of persons applying for academic and non-academic organizations. ***Purpose:*** The bank is used to identify applicants and to constitute a history of Council support to individuals and organizations. ***TBS Registration:*** 002424 ***Bank Number:*** SHR PPU 040

Assessor Database

Description: This system contains all data relevant for the selection of assessors for applications submitted to the Council. The primary users are program officers of the Research Grants, Research Communication and International Relations, and Strategic Grants divisions. The information includes the assessor's name, address, biographical details, area of specialization, as well as a record of the projects that each individual has evaluated. The data may also be transfered to the Corporate database for historical purposes. Some 8,000 to 9,000 individual assessors may be consulted each year. ***Class of Individuals:*** Scholars in the academic community and individuals of the private sector. ***Purpose:*** This data bank is kept to allow staff to choose prospective assessors of applications for support to the Council. ***TBS Registration:*** 002433 ***Bank Number:*** SHR PPU 070

Central Mailing List

Description: This bank contains names and mailing addresses either provided directly by individuals or obtained through reference material commonly available in libraries, separated into different groupings, e.g. university presidents, university research administrators, learned societies officials, etc., to accommodate the distribution of different kinds of information. ***Class of Individuals:*** Officials in government, universities, the media, scholars in the academic community, and individuals in the private sector. ***Purpose:*** This data bank is used for the distribution and dissemination of Council's application forms and guidelines and its public relations information. ***Retention and Disposal Standards:*** The bank is updated annually. ***TBS Registration:*** 002777 ***Bank Number:*** SHR PPU 075

Fellowships Applications and Committee Records

Description: This bank contains records of individual applications in the programs administered by the Fellowships Division, among which are the Queen's Fellowships, Doctoral Fellowships, Postdoctoral Fellowships, Bora Laskin National Fellowship in Human Rights Research, NSERC/SSHRC Master's Scholarships in Science Policy, the Canadian Law Scholarship Foundation/SSHRC Legal Research Fellowship and applications for abolished/suspended fellowships (Leave Fellowships, Special M.A. Scholarships, Canada Research Fellowships) and for fellowships that are awarded every two years (the Jules and Gabrielle Léger Fellowship and the Thérèse F. Casgrain Fellowship) as well as information related to the adjudication and administration of awards. Each applicant is identified by name and the file number assigned to the application. The bank contains the applicant's year of birth, address, academic qualifications, occupation, citizenship (Canadian or permanent resident), language of application (English or French), the Council's decision on the application and the amount of the basic award. It also includes third-party assessments, committee rankings and appraisals, and travel and administrative details for fellowship holders. ***Class of Individuals:*** Graduate students, university scholars and independent scholars. ***Purpose:*** Information in the bank is used to review applications, select candidates, monitor awards and administer programs. ***Consistent Uses:*** Information is also used in consultation with other granting agencies to determine the most appropriate review mechanism or sources of funding. Files for eligible applicants under the Canadian Law Scholarship Foundation/SSHRC Legal Research Fellowship program are transmitted to the latter for the selection of the final grantees. SSHRC also uses information in this bank to evaluate its programs, and produce statistics and planning information. ***Retention and Disposal Standards:*** Information is retained for ten years (successful applications) and five years (unsuccessful applications), with the exception of the following programs: Doctoral and Queen's Fellowships, 10 years (successful applications) and 7 years (unsuccessful applications). ***TBS Registration:*** 002419 ***Bank Number:*** SHR PPU 010

Grant Financial System

Description: This system controls and monitors the Council's disbursements to, and accounts receivable with, individual and institutional grant holders. The award holder is identified by the basic personal information and file number from the Applicant Central Registry (SHR PPU 040). The information also includes the award holder's social insurance number, bank account number and payment requisition for funds committed. ***Class of Individuals:*** Graduate students, university scholars, independent scholars and members of academic organizations. ***Purpose:*** The system is used for administrative and financial control and reporting. It is also the basis for the creation of transaction files on payments to award holders. In addition, the system includes the award holder's social insurance number for the issuance of T4A slips (Income Tax Act, paragraph 237(1)(b)). ***TBS Registration:*** 002430 ***Bank Number:*** SHR PPU 055

International Relations Applications and Committee Records

Description: This bank contains records of applications by individuals and organizations for grants administered by the International Relations Division, and awarded for Travel for International Representation, International Congresses and Canadian Research Institutes Abroad, as well as information related to the adjudication and administration of awards. Applications from individuals are identified by name and file number assigned to the application. The bank contains the applicant's year of birth, address, academic qualifications, occupation, citizenship (Canadian or permanent resident), language of application (French or English), the Council's decision on the application and the amount of money requested and awarded. It also includes third-party and committee assessments, and travel and administrative details for grants holders. ***Class of Individuals:*** University scholars. ***Purpose:*** Information in the bank is used to review applications, select candidates, monitor awards and administer programs. ***Consistent Uses:*** SSHRC also uses information in this bank to evaluate its programs, and produce statistics and planning information. ***Retention and Disposal Standards:*** Information is retained for five years (successful and unsuccessful applications) with the exception of the Canadian Research Institutes Abroad program, ten years (successful applications) and five years (unsuccessful applications). ***TBS Registration:*** 002423 ***Bank Number:*** SHR PPU 030

Research Communication Applications and Committee Records

Description: This bank contains records of applications from individuals and associations for funding in the programs administered by the Research Communication Division, these being listed below, as well as information related to the adjudication and administration of awards. Applications from individuals and associations are identified by name and file number assigned to the application. In the case of individual applicants the bank contains the year of their birth, address, academic qualifications, occupation, citizenship (Canadian or permanent resident), language of application (French or English), the Council's decision on the application and the amount of money requested and granted. It also includes third-party and committee assessments and travel and administrative details for grant holders. ***Class of Individuals:*** University scholars and members of academic organizations. ***Purpose:*** The information is used to determine the eligibility, merit and scholarly significance of the proposed projects for funding. ***Consistent Uses:*** Information is also used in consultation with other granting agencies to determine the most appropriate review mechanisms or sources of funding. SSHRC also uses information in this bank to evaluate its programs, and to produce statistics and planning information. ***Retention and Disposal Standards:*** Aid to Learned Journals, 5 years (successful and unsuccessful applications); Aid to Occasional Scholarly Conference Grants in Canada, 5 years (successful applications) and 3 years (unsuccessful applications); Aid and Attendance Grants to Scholarly Associations, 6 years (successful and unsuccessful applications); Aid to Specialized Research Collections, 10 years (successful and unsuccessful applications); General Research Grants, 3 years from date of the final report; and Aid to Small Universities, 7 years (successful and unsuccessful applications). ***TBS Registration:*** 002422 ***Bank Number:*** SHR PPU 025

Research Grant Applications and Committee Records

Description: This bank contains records of applications by individuals and institutions for grants under programs administered by the Research Grants Division, these being Research Grants, Major Research Grants, as well as information related to the adjudication and administration of awards. Each applicant is identified by name and file number assigned to the application. The bank contains the applicant's year of birth, address, discipline, academic qualifications, occupation, citizenship (Canadian or permanent resident), language of application (English or French). It also includes research project descriptions, the amounts of money requested and awarded, third-party and committee assessments, and travel and administrative details for grant holders. ***Class of Individuals:*** University scholars. ***Purpose:*** Information in this bank is used to review and select applications, monitor awards and administer programs. ***Consistent Uses:*** Information is also used in consultation with other granting agencies to determine the most appropriate review mechanism or sources of funding. The results of competitions are forwarded to university research administration officers who are responsible for processing applications from their institutions before sending them to Council, for administering the grants, and for informing the candidates of the outcome of their applications. The information may also be used for developing a bank of potential external assessors and adjudication committee members. SSHRC also uses information in this bank to evaluate its programs, and produce statistics and planning information. ***Retention and Disposal Standards:*** Information is retained for five years from the date of the final report (successful applications), and for five years from the date of the adjudication decision (unsuccessful applications). ***TBS Registration:*** 002420 ***Bank Number:*** SHR PPU 015

Selection Committees Nominations Database

Description: This system contains all data on potential selection committee members provided by Canadian universities and the learned societies The information contained for each entry includes the individual's name, degrees, university discipline, field of interest, geographic area, year of birth, gender and language. The system also holds records on current and past service for individuals who sit on Council selection committees. The Secretariat division is responsible for seeking new nominations and updates on existing data, on a rotational basis and also holds a set of binders containing personal résumés obtained from nominees, filed in alphabetical order. ***Class of Individuals:*** Scholars in the academic community. ***Purpose:*** This data bank provides senior management and staff with a pool of potential committee members. ***TBS Registration:*** 002432 ***Bank Number:*** SHR PPU 065

SSHRC Corporate database

Description: This system contains all applications from individuals and associations received in the Council. It also includes applications in discontinued programs for which the files are considered to be active according to relevant retention periods. The bank also includes third-party and assessments, committee rankings and appraisals, and travel and administrative details. ***Class of Individuals:*** Graduate students, university scholars, independent scholars, individuals from the private sector and members of academic and non-academic organizations. ***Purpose:*** This system is used in the administration of the programs. ***Consistent Uses:*** The information may serve in the production of financial reports such as Notices of awards and letters and can be extracted and/or manipulated for statistical purposes. The data is also extracted and transfered into the financial database where all successful applications are processed. ***TBS Registration:*** 002435 ***Bank Number:*** SHR PPU 035

Strategic Grants Applications and Committee Records

Description: This bank contains records of applications by individuals and institutions for grants under programs administered by the Strategic Grants Division, as well as information related to the adjudication and administration of awards. These programs are for thematic research and research development on the themes of Women and Work; Education and Work in a Changing Society, Applied Ethics, Managing for Global Competitiveness, Science and Technology Policy in Canada, Canadian Studies Research Tools and Joint Initiatives. The bank also contains applications for discontinued themes (population aging, the family and the socialization of children, managing the organization in Canada, the human context of science and technology, Canadian studies research tools). Applications from individuals are identified by name and file number assigned to the application. The bank contains the applicant's year of birth, address, academic qualifications, occupation, citizenship (Canadian or permanent resident), language of application (French or English), the Council's decision on the application and the amount requested and awarded. It also includes project descriptions, third-party and committee assessments, and travel and administrative details for grant holders. ***Class of Individuals:*** University and independent scholars, individuals from the private sector, and academic and non-academic organizations. ***Purpose:*** Information in this bank is used to review applications, select candidates, monitor awards and administer programs. ***Consistent Uses:*** Information is also used in consultation with other granting agencies to determine the most appropriate review mechanisms or sources of funding. The information may also be used for developing a bank of potential external assessors and adjudication committee members. In the Joint Initiatives program personal information will be disclosed to the named public- and private-sector joint funding partners for purposes of monitoring and evaluating the program. SSHRC also uses information in this bank to evaluate its programs, and produce statistics and planning information. ***Retention and Disposal Standards:*** Information is retained for ten years (successful and unsuccessful applications). ***TBS Registration:*** 002421 ***Bank Number:*** SHR PPU 020

Manuals

Secretariat

- Financial Administration Manual, SSHRC
- Treasury Board Guidelines on the Access to Information and Privacy Acts

Evaluation and Statistics

- Guide on the Program Evaluation function
- Principles for Evaluation of Programs
- Program Evaluation Policy
- Statistics Policy
- SSHRC Statistical Tables

Research Grants

- SSHRC Grants: Guide for Applicants
- Information and Instructions for Research Grants Adjudication
- Procedures Manual for the Divisional Programs

Strategic Grants

- SSHRC Grants: Guide for Applicants
- Information and Instructions for Strategic Grants Adjudication
- Procedures Manual for the Divisional Programs

Research Communication and International Relations

- SSHRC Grants: Guide for Applicants
- Information and Instructions for Research Communication and International Relations Adjudication

Fellowships

- Bora Laskin Fellowship in Human Rights Research Guidelines
- Guides to Applicants: Doctoral Fellowships; Postdoctoral Fellowships; Queen's Fellowships;NSERC/SSHRC Master's Scholarships in Science Policy
- Information and Instructions for Fellowships Adjudication
- Procedures Manual for the Divisional Programs
- Thérèse F.-Casgrain Fellowship Guidelines
- Award – Holders Guide
- Jules and Gabrielle Léger Fellowships Guidelines

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Council and its various programs and functions may be addressed to:

General, Parliamentary and Press Inquiries:

Director, Communications Division
Social Sciences and Humanities Research Council
P.O. Box 1610
Ottawa, Ontario
K1P 6G4

(613) 992-4283

General Inquiries/Programs Administered by SSHRC:

Fellowships: (613) 992-0530
Research Grants: (613) 992-3145
Strategic Grants: (613) 992-3027
Research Communication and International Relations: (613) 992-3131

Reading Room

Meeting room 1041 has been designated as a public reading room in accordance with the Access to Information Act. The address is:

10th Floor, 255 Albert Street
Ottawa, Ontario.

Solicitor General Canada – Ministry Secretariat

Chapter 105

General Information

Background

The Department of the Solicitor General was established in 1966 when Parliament enacted the Department of the Solicitor General Act, which assigned to the Solicitor General, responsibility and accountability for the management and direction of reformatories, prisons, penitentiaries, parole, remissions, and the Royal Canadian Mounted Police.

Evolutionary additions and changes to this mandate resulted in the Department's reorganization into a ministry, incorporating the Secretariat, the Royal Canadian Mounted Police, the Correctional Service of Canada, the National Parole Board, the Office of the Correctional Investigator, the Canadian Security Intelligence Service (CSIS) and the Office of the Inspector General.

Responsibilities

Under the Departmental Act, the Solicitor General is responsible for federal matters relating to policing, corrections and parole, and domestic aspects of national security. The Solicitor General is also the lead minister for counter-terrorism.

These responsibilities are fulfilled through the activities of the Royal Canadian Mounted Police (RCMP), Canadian Security Intelligence Service (CSIS), Correctional Service Canada (CSC), the National Parole Board (NPB), and the review agencies: the Inspector General of CSIS, the Correctional Investigator, the RCMP Public Complaints Commission, the RCMP External Review Committee, and the Secretariat. Please note that each of the above mentioned agencies has its own Information Holdings and its own Personal Information Banks and is autonomous in terms of the administration of the Access to Information Act and Privacy Act. In order to access information from any of the Agencies, please forward your request directly to them. Please consult the Table of Contents and Introduction portions of Info Source for more information concerning the Information Holdings and addresses of the respectives Agencies.

The Secretariat supports the Minister by developing strategic plans and policies that provide long-term direction for the Minister; by developing legislation, sectoral policies and programs to strengthen security, policing and corrections consistent with national requirements and government priorities; by advising on operational plans, policies and practices, external relations and public communications; and, by coordinating the management of crises and issues of strategic concern to the Minister.

Legislation

- Canadian Security Intelligence Service Act
- Citizenship Act
- Criminal Identification Act
- Criminal Code of Canada
- Criminal Records Act
- Department of the Solicitor General Act
- Diplomatic and Consular Privileges and Immunities Act
- Fugitive Offenders Act
- Immigration Act 1976
- Migratory Birds Act
- Official Secrets Act
- Parole Act
- Penitentiary Act
- Prisons and Reformatories Act
- Royal Canadian Mounted Police Act
- Security Offences Act
- Transfer of Offenders Act

Organization

■ Police and Security Branch

The Branch provides policy advice to the Solicitor General on the role, priorities, programs and operational activities of the Royal Canadian Mounted Police and the Canadian Security Intelligence Service. The Branch also develops policy on federal law enforcement, national policing issues, national security, contingency planning and counter-terrorism. To facilitate clear, effective direction to the RCMP and the Canadian Security Intelligence Service and the coordination of the counter-terrorism program, the Branch has three Directorates:

Security Policy and Operations Directorate: Comprises two divisions: Security Policy, and Security Operations. The Directorate supports the Deputy Solicitor General, in consultation with the Director of CSIS with respect to the general operational policies of CSIS, certain operational activities, and the related security enforcement activities of the RCMP. Responsibilities include the following: written direction issued by the Solicitor General to CSIS with respect to CSIS operational and corporate policies; activities associated with the Solicitor General and Deputy Solicitor General's accountability for CSIS; arrangements for cooperation on security matters between the CSIS, the RCMP, and provincial and foreign authorities; the security policy implications of legislative action and the disclosure of security information to government, the courts, individuals, and the public; conformity to legislation, ministerial guidelines and standards of operational proposals, applications for judicial approval for investigative techniques provided for in the CSIS Act, and other sensitive investigative activities and cases including those under the Immigration Act and Citizenship Act, referred to the Solicitor General for approval.

National Security Coordination Centre: Responsible for providing leadership in the identification and resolution of policy and program issues that are interdepartmental in scope and impact. It is responsible for program coordination, principally in the area of counter-terrorism. Its focus, while rooted ultimately in the Solicitor General's security responsibilities, is predominantly interdepartmental. The Directorate manages the Security Advisory Committee, providing a point of contact between the security sector, the foreign intelligence sector, and central agencies that have broad governmental responsibilities. The unit is the departmental coordination point for contingency planning and crisis management.

Police and Law Enforcement Directorate: Responsible for developing and reviewing policy proposals governing the overall effectiveness and accountability of the RCMP; developing and implementing federal policy on the management of RCMP policing agreements with provinces, territories and municipalities; and reviewing RCMP policy and expenditure submissions. It is also responsible for developing policy, programs and research for federal-provincial law enforcement initiatives and participating in the development of policy, programs and research initiatives with federal and national policing and law enforcement implications.

■ Communications Group

The Communications Group explains Ministry objectives, roles and activities to all those within the criminal justice system and to the public, and serves the information and communication needs of the Solicitor General and the Secretariat in particular. The Group ensures effective communications with the public and the media in support of government and Ministry objectives through the integration of communications with policy and program development as well as operations.

■ Corrections Branch

The Corrections Branch advises the Minister and the Deputy Minister on corrections matters; develops federal policy and legislation to meet government responsibilities for correctional services; conducts research and analysis in support of policy, program development and planning; and advises on the operational submissions of the CSC and NPB.

Corrections Research and Strategic Policy Directorate: Responsible for research and long-term policy and program development to advise the Minister on strategic directions for policy, program, and legislative initiatives, with respect to the Minister's responsibilities for the CSC and the NPB and to his national role.

Corrections Policy and Program Analysis Directorate: Provides advice and information regarding on-going and proposed federal correctional policies and operations, as well as the criminal justice environment in which they occur. Advice is provided on ministerial decision-making related to the Solicitor General's responsibilities for the management and direction of the CSC and the NPB.

■ Planning and Management Branch

The Planning and Management Branch advises the Solicitor General and the Deputy Solicitor General on a range of Ministry corporate management issues including strategic and operational plans and planning processes; research and statistics policy and priorities; management information systems, informatics policies and plans; evaluation and audit; financial, administrative and human resource policies; Cabinet and parliamentary affairs; federal-provincial, private and voluntary sector issues; ministerial correspondence and Access to Information and Privacy issues. The regional offices of the Secretariat inform the Secretariat and the Ministry of provincial and community pressures, opportunities and priorities; and is responsible for regional communications.

Planning, Financial Management and Administration Directorate: Responsible for the development of corporate policies and the delivery of related services in the areas of strategic and operational planning; resources management and controls; informatics; financial management; records and administrative services.

Executive Services Directorate: Supports the Minister, the Deputy Minister, the agencies and the Secretariat on: Cabinet and parliamentary affairs; federal-provincial, private and voluntary sector relations; international issues; Access to Information and Privacy issues. Through the regional offices, the Group provides regional representation, consultation, liaison, planning and communications support for the Minister, the Secretariat and, as requested, for the agencies.

Management Review Directorate: Responsible for Secretariat program evaluation, audit and other aspects of management review. The Directorate advises the Deputy Minister and senior management regarding information and experience gained through audit and other review.

Human Resources Division: Promotes effective human resources management by coordinating and offering advice on Ministry-wide human resources planning and management. The Division also offers advice on the development of comprehensive human resources policies, plans and programs; provides a full range of personnel services for the Solicitor General Secretariat and the review agencies; and manages special projects and studies in support of human resources management.

Information Holdings

Program Records

Capital Punishment

Description: Information on policy, enquiries and the issues leading up to, as well as follow-up monitoring, of the effects on the criminal justice system of the legislation to abolish capital punishment (includes research and statistical data). *Topics:* Policy; investigations; study of effects. *Program Record Number:* SGC COR 060

Community Corrections

Description: Information on community sanctions. *Topics:* Probation; alternative sentencing; restitution; reparative sanctions. *Program Record Number:* SGC COR 071

Conditional Release

Description: Information on all aspects of conditional release from institutions. *Topics:* Parole decision-making, parole guidelines; parole supervision; mandatory supervision; temporary absences; clemency; factors related to success/risk reduction; procedural safeguards; parole officer's role. *Program Record Number:* SGC COR 100

Contingency Planning and Counter-Terrorism – National Security Coordination Centre

Description: Information on the development of contingency and preparedness plans in the event of a threat to the government structure, including situation responses, either in a resource or lead capacity; implementation of Counter-terrorism Task Force recommendations, including the national counter-terrorism plan. *Topics:* Contingency plans in peacetime; war; hijacking; hostage-taking; counter-terrorism programs; Ministry Crisis Centre/National Security Coordination Centre – Situation Room; exercises. *Program Record Number:* SGC PSB 020

Correctional Human Resources Development

Description: Information on the staffing of correctional programs. *Topics:* Policy; volunteers; ex-inmates; training; career development; staff attitudes and surveys; job satisfaction; psychological testing and staff selection. *Program Record Number:* SGC COR 070

Corrections Policy

Description: Information on correctional policy, including the procedure for determining how and where offenders serve their sentences of incarceration; and projects relating to corrections which have been funded or proposed for funding by the Ministry Secretariat. *Topics:* Exchange agreements; inquiries, cost of correctional services; correctional objectives; aboriginal offenders; female offenders; visible minority corrections; Correctional Law Review, treatment of offenders. Project files are arranged by name of project. *Program Record Number:* SGC COR 075

Crime

Description: Information on the nature and study of various types of crime; and on projects designed to develop policies, procedures or/and national programs for police, the private sector, and communities directed at avoiding the commission of a criminal act or offence. *Topics:* The costs of crime and the criminal; unemployment and crime; homicide; sexual offences; computers and crime; white-collar crime; impaired driving; terrorism; psychoactive substance abuse; Police Training Manual; anti-vandalism; Crime Prevention Kit. *Program Record Number:* SGC PSB 080

Criminal Justice

Description: Information on the criminal justice system, including projects relating to criminal justice which have been funded or proposed for funding by the Ministry Secretariat. *Topics:* Objectives of the criminal justice system; myths on crime and criminal justice; sentencing; victims; missing children; various international criminal offences. Project files are arranged by name of project. *Program Record Number:* SGC COR 085

Executive Services, Intergovernmental Affairs, Coordination and Special Projects

Description: Information on parliamentary affairs, federal-provincial matters, private and voluntary sector relations, international issues and Access to Information and Privacy. *Topics:* Consultation, liaison, planning, research, statistics, communications, regional representation and regional issues. *Program Record Number:* SGC PMB 050

Fingerprint Examiner

Description: Information on requirements for designation and revocation of fingerprint examiners under subsection 667(5) of the Criminal Code. *Topics:* Requirements, designation, revocation. *Access:* Files are arranged by province. *Program Record Number:* SGC PSB 010

Institutional Corrections

Description: Information on incarceration and on topics arising as a result of a sentence to a prison term, including information on specific programs, research and statistics. *Topics:* Long-term incarceration; classification and typologies; inmates' rights; health care; correctional investigator, dissociation; grievance procedures; riots; hostage taking; suicides; independent chairpersons; life skills; trade and professional education; treatment program; living units; remission, rehabilitation. *Program Record Number:* SGC COR 045

International Transfer of Offenders

Description: Information on the issues regarding the international transfer of offenders, where the person has been convicted and sentenced in a foreign state and requests to serve the remaining portion of the sentence in his/her home country. *Topics:* Policy; treaties; objectives of international transfers; requirements; restrictions. *Program Record Number:* SGC COR 105

National Crime Prevention Week

Description: Information on the coordination of the National Crime Prevention Week, including participation by the provinces, other federal institutions, as well as other organizations involved in crime prevention. *Topics:* Meetings; Ministry information materials; National Crime Prevention Week poster, logo, theme, initiatives, stand, evaluations, and publicity kit; organizations involved in the Week. The bank also contains information about the impact and practice of National Crime Prevention Week and crime prevention in general, as well as an evaluation of overall media participation during the Week. *Program Record Number:* SGC PMB 051

Part VI, Criminal Code – Invasion of Privacy

Description: Information on the policy, procedures and administrative aspects of the use of electronic surveillance for the interception of private communications. This information is used to assist the Minister in fulfilling his responsibilities under Part VI of the Criminal Code of Canada, the provision of operational guidelines to designated agents and peace officers. This program record also contains information from police operational reports from agents designated under paragraph 185(1)(a), which is required to assist the Minister in fulfilling his responsibilities, as defined in section 195 of the Criminal Code of Canada, regarding the submission to Parliament of an annual report on the use of electronic surveillance. ***Program Record Number:*** SGC PSB 025

Policing and Law Enforcement

Description: Information on issues related to federal policing and law enforcement in general, excluding national security; police accountability to the executive and the public; policing functions; the organization and management of policing; preventive policing; also the resources, role, function, services, management, administration and operations of the RCMP including policing agreements, personnel policies and practices; and projects relating to policing and law enforcement which have been funded or proposed for funding by the Ministry Secretariat. ***Topics:*** Policing and law enforcement; native policing; multicultural policing; family violence/victims; police award for scholarship; women and natives in policing; private policing; Police Week; accountability; law enforcement and the prosecutorial function; police discretion; hollow point handgun ammunition; hazardous pursuits and roadblocks; tear gas; defensive batons; federal policing; Criminal Code Review/Police Powers; Federal Law Enforcement Under Review; police officer powers; firearms guidelines; Canadian sovereignty in the Arctic; maritime small vessel regulation; role of the Coast Guard; Parks Canada activities; federal-provincial relations; ports and railway policing; mutual assistance treaties; comprehensive drug strategy; Enterprise Crime; War Crimes; Parliamentary Privileges; police functions; patrol; traffic; criminal investigation; electronic surveillance; organization and management; management information systems; safety; preventive policing; consultation centres; vandalism; community policing programs; RCMP administration; RCMP band; musical ride; supernumerary special constable program; Police Information Retrieval System; finance; buildings and property; claims; telecommunications; information access; productivity and performance; airport police; regulations; Marin Commission; bilingualism; contract delegation; operational plan; Ministerial enquiries; training; Policing Agreements – provincial, international and interdepartmental; policing operations; Canadian Police Information Centre; protective policing; criminal records; investigations; drug enforcement program; liaison with foreign countries; methods and procedures; RCMP jurisdiction; requests for assistance; Ministerial Directives; McDonald Commission; RCMP Personnel Policies; internal discipline, visible minorities; personal harassment in the workplace; recruitment; salaries; Benefit Trust Fund; grievance and appeals; complaints against RCMP; promotion and appointments; pension plans; labour relations; travel; termination of service; RCMP External Review Committee and RCMP Public Complaints Commission. Project files are arranged by name of project. ***Program Record Number:*** SGC PSB 015

Program Evaluation Studies

Description: The information bank for multiple data collection will provide data on the various program components of the Secretariat, enabling a comprehensive evaluation of the programs and their impacts. The data collected will promote more effective, efficient and innovative management of the Solicitor General Secretariat. ***Program Record Number:*** SGC PMB 055

Public Attitudes

Description: Information on the attitudes of individuals towards the criminal justice system. ***Topics:*** Policy; attitudes towards agents of the system; offender attitudes; children's attitudes. ***Program Record Number:*** SGC COR 110

Security and Intelligence Committees

Description: Information on the operations of security and intelligence committees, as well as the provision of administrative and policy support to these committees. ***Topics:*** Security Advisory Committee; Intelligence Advisory Committee; Inter-departmental Committee on Security and Intelligence; Cabinet Committee on Security and Intelligence; subcommittees and study groups on the administrative security policy and national internal security policy responsibilities of the above committees. ***Access:*** Files are arranged by committee, subcommittee or study group title, and by subject. All files are located in Ottawa. ***Program Record Number:*** SGC PSB 030

Security Information

Description: The analysis and dissemination of information on potential threats to the internal security of the Government of Canada. ***Topics:*** Internal security – policy; espionage, terrorism; civil disorder; analysis of security and intelligence information; periodic status reports. ***Program Record Number:*** SGC PSB 035

Security Intelligence Transition Group (SITG)

Description: Information on the operations of the Security Intelligence Transition Group. This group was created in August 1981 to plan for the creation of a security intelligence agency separate from the RCMP and disbanded in July 1984 with the creation of CSIS. ***Topics:*** McDonald Commission recommendations; advice on pending legislation; the organizational, administrative, and personnel structure of the new security intelligence agency; and public opinion and enquiries. All files are located in Ottawa. ***Program Record Number:*** SGC PSB 016

Security Policy

Description: Information on the internal security policies of the Government of Canada. ***Topics:*** Security issues, statements and legislation; administrative security policy;

and national security policy. All files are located in Ottawa. ***Program Record Number:*** SGC PSB 040

Special Offender Populations

Description: Information on sub-groups of offenders identifiable on the basis of age, gender, race, offence or special need. ***Topics:*** Policy; females; aboriginal peoples; sex offenders; drug offenders. ***Program Record Number:*** SGC COR 115

Personal Information Banks

Applications for Employment

Description: This bank contains information on individuals who have sent a written application for employment to the Ministry Secretariat. The files contain letters, completed application forms, resumes, letters of reference and normally, letters from the Secretariat acknowledging receipt of applications. ***Class of Individuals:*** The bank contains personal information concerning individuals who are interested in securing employment with the Secretariat. ***Purpose:*** These records are used for reference when vacancies arise. ***Consistent Uses:*** The information in this bank is used only for the purpose for which the information was collected. ***Retention and Disposal Standards:*** These records are kept for two years. ***TBS Registration:*** 001532 ***Bank Number:*** SGC PPU 010

Demonstration Projects and Initiatives

Description: This bank contains information about experimental or innovative projects and other initiatives in the area of policing and law enforcement which are being considered for funding or which are being funded by the Police and Law Enforcement Directorate. Files in the bank contain information about project proposals including information about project staff, departmental assessments of the proposals and notification of acceptance or rejection of the proposal. For proposals which are accepted, the bank contains information about the results of the work, departmental assessments of the work and information about the costs of the work. ***Class of Individuals:*** Project staff. ***Purpose:*** To evaluate results, departmental assessments and costs of the work. ***Consistent Uses:*** The information in this bank is used only for the purpose for which the information was collected. ***Retention and Disposal Standards:*** The records are retained for five years. ***TBS Registration:*** 001534 ***Bank Number:*** SGC PPU 020

Employment Development Projects

Description: This bank contains information about criminal justice employment development projects including project proposals and projects actually funded. For proposed projects, the bank contains information about the proposals including information about project staff, departmental comments of the proposals and notification of acceptance or rejection of the proposals. For accepted proposals, the bank contains information about the results of the work, departmental assessments of the work and financial information concerning the projects. ***Class of Individuals:*** Project staff. ***Purpose:*** To maintain information on employment development projects and participants. ***Consistent Uses:*** The information in this bank is used only for the purpose for which it was collected. ***Retention and Disposal Standards:*** Records are retained for five years. ***TBS Registration:*** 001542 ***Bank Number:*** SGC PPU 060

Invasion of Privacy (as Defined in Sections 183 to 196 Inclusive of the Criminal Code)

Description: This bank contains the names and addresses of individuals designated by the Solicitor General of Canada for the purposes of paragraphs 185(1)(a) and 188(1)(a) and subsection 186(5) of the Criminal Code regarding interception of private communications. ***Class of Individuals:*** Individuals designated by the Solicitor General of Canada for the purposes of paragraphs 185(1)(a) and 188(1)(a) and subsection 186(5) of the Criminal Code regarding interception of private communications. Names of agents who made application for the interception of private communications under subsections 185(1) and 188(1). ***Purpose:*** This bank is used to administer the designation, and the revocation of that designation, of persons, as defined in the section of the Criminal Code outlined above. ***Consistent Uses:*** The information in this bank is used only for the purpose for which it was collected. ***Retention and Disposal Standards:*** Under review. ***TBS Registration:*** 001537 ***Bank Number:*** SGC PPU 035

Inventory of Contractors

Description: This bank contains information about potential contractors particularly with respect to contractors with expertise in the area of criminal justice research and development. The bank includes information about the areas of expertise, personnel, locations, size and past performance on government contractors, if applicable, of firms involved in criminal justice. ***Class of Individuals:*** Potential contractors particularly with respect to contractors with expertise in the area of criminal justice research and development. ***Purpose:*** To maintain information on expertise and experience of contractors to assist the Secretariat to manage the competitive process for contractors. ***Consistent Uses:*** The information in this bank is used only for the purpose for which it was collected. ***Retention and Disposal Standards:*** Records are retained for six years. ***TBS Registration:*** 001543 ***Bank Number:*** SGC PPU 065

National Security Records

This bank was established in 1971 and contains personal information relating to espionage or sabotage that is against or is detrimental to the interest of Canada; or, activities directed toward or in support of such activity; foreign-influenced activities within or relating to Canada that are detrimental to the interest of Canada, and are clandestine or deceptive, or involve a threat to any person; activities within or relating to Canada directed toward or in support of the threat or use of acts of serious violence against persons or property for the purpose of achieving a political objective within Canada or a foreign state; and, activities directed toward undermining by covert unlawful acts, or directed toward or intended ultimately to lead to the destruction or overthrow by violence of the constitutionally established system of government in Canada. Information is also held in respect to advice to the Solicitor General, and the Solicitor General's responsibilities under the Citizenship Act and the Immigration Act. This bank also contains personal information relating to criminal intelligence investigations or cases involving offences against the Criminal Code, and/or against federal and provincial statutes and includes such matters as organized crime and terrorism, which have implications for the security of Canada relating to federal government activities and contingency plans designed to counter, or respond to, activities hostile to the security of Canada in peace or war; or relating to investigations concerning threats or incidents involving national or international dignitaries or involving government property; and relating to information provided by foreign or Canadian dignitaries for protective purposes. This bank may also contain personal information that, in relation to the defence of Canada or to the conduct of the international affairs of Canada, pertains to the capabilities, intentions, or activities of a foreign state or group of foreign states; of any person other than a Canadian citizen or permanent resident; or, any corporation except one incorporated pursuant to the laws of Canada or of any province. This bank also includes information relating to the administrative security policies and programs of the Government of Canada including measures to ensure personal security; information security; EDP security; communications security and technical security. This bank also contains information in relation to the duties and functions of the Inspector General and the Security Intelligence Review Committee, and information relating to the mandate of the former RCMP Security Service collected prior to July 16, 1984. Information in this bank relates to individuals who are known or suspected to be involved in activities constituting threats to the security of Canada, or contrary to law, or who may be subject to threats or possible threats to their safety; and individuals who may, in relation to the defence of Canada or the conduct of international affairs, provide information or intelligence relating to the capabilities, intentions or activities of foreign states or persons. This bank is used to support the Solicitor General, the Deputy Solicitor General, and their officials in the exercise of their statutory duties, powers and functions; in carrying out such other national security and related law enforcement responsibilities as may be assigned to them; and in fulfilling their obligations to manage, and be accountable to Parliament for, the national security policies and programs of the Ministry. This bank may be subject to the following use or disclosure: information relating to threats to the safety of persons or property or to the security of Canada may be disclosed to officials of the Government of Canada, to officials of other levels of government in Canada, and to such other persons as the Solicitor General may determine are either subject to such a threat, or are in a position to assist the Government of Canada in the detection, prevention or suppression of any such threatening activities; information relating to activities known or suspected of being contrary to law may be disclosed to persons having jurisdiction to investigate such activities, or to persons with responsibility to enforce the law; information in this bank is also used to develop policy and provide advice to the Solicitor General in relation to national security policy, ministerial direction of the Canadian Security Intelligence Service, and to the RCMP in relation to its responsibilities set out in section 61 of the Security Offences Act; the exercise of ministerial authority pursuant to the Canadian Security Intelligence Service Act and the relevant provisions of the Citizenship Act and the Immigration Act respecting individuals known or suspected of being involved in subversive or hostile activities, including terrorism and other criminal activities; and to the Cabinet, its committees, and federal departments and agencies in relation to national security policy, threats to the security of Canada; the analysis and implementation of administrative security policies; and the formulation of plans and other measures designed to counter, or respond to threats to the security of Canada in peace or war. Retention and disposal standards are under review. ***Bank Number:*** SGC PPU 026

Police and Law Enforcement – RCMP Operational Records

Description: This bank contains personal information on individuals who have been involved in investigations under federal statutes, including the Criminal Code provincial statutes, municipal by-laws and territorial ordinances. As well, personal information is contained on individuals who have been involved in various criminal intelligence investigations including organized crime, terrorism, securities fraud, corruption, counterfeiting, extortion, gambling, loan sharking, pornography and prostitution. The files contain reports, memoranda and correspondence. ***Class of Individuals:*** Individuals who have been involved in investigations under federal statutes, including the Criminal Code, provincial statutes, municipal by-laws and territorial ordinances. ***Purpose:*** This information is used to provide policy support and advice to the Minister in furtherance of his statutory responsibility to provide direction to the Commissioner of the RCMP. ***Consistent Uses:*** The information in this bank is used only for the purpose for which it was collected. ***Retention and Disposal Standards:*** Records are retained for five years. ***TBS Registration:*** 001540 ***Bank Number:*** SGC PPU 050

Police and Law Enforcement – RCMP Personnel and Administrative Records

Description: This bank contains personal information on certain individuals who are currently serving or who have served in the RCMP. The files contain such material as recommendations for promotion, discharge/demotion documentation, formal grievances and their resolution, documentation on disciplinary proceedings and actions, termination of service material, and payments from the Supplementary Survivor Income Benefit Plan. On individuals who have been involved in complaints against the Force or its members, the files contain reports, memoranda and correspondence. On individuals who have been involved in motor vehicle accidents or assessments respecting damage or loss in relation to personal injury, property and related claims by or against the RCMP, the files contain investigational and occurrence reports, statements, claims for damages, legal decisions and related documentation. ***Class of Individuals:*** Individuals who are currently serving or who have served in the RCMP; individuals who have been involved in complaints against the RCMP or its members; individuals who have been involved in motor vehicle accidents or assessments respecting damage or loss in relation to personal injury, property and related claims by or against the RCMP. ***Purpose:*** This information is used: (i) to provide advice to the Minister in respect of his statutory responsibilities for all matters pertaining to the RCMP; and (ii) to provide policy support and advice to the Minister, in furtherance of his statutory responsibility to provide direction to the Commissioner of the RCMP. ***Consistent Uses:*** The information in this bank is used only for the purpose for which it was collected. ***Retention and Disposal Standards:*** Records are retained for five years. ***TBS Registration:*** 001539 ***Bank Number:*** SGC PPU 045

Records Access Request Bank

Description: This bank contains requests for information, responses to requests, and information relating to their processing. Information is organized first by fiscal year and then by sequence of the access requests numbers. ***Class of Individuals:*** This bank contains records relating to individuals who have submitted a request i.e. name, address, telephone number and other information as provided on the request form. ***Purpose:*** This bank is used in the administration of the Access to Information Act and the Privacy Act. ***Consistent Uses:*** The information in this bank is used only for the purpose for which the information was collected. ***Retention and Disposal Standards:*** The files are kept for a minimum of two years. ***TBS Registration:*** 001531 ***Bank Number:*** SGC PPU 005

Research Projects

Description: This bank contains information about proposals to conduct criminal justice research and research projects actually conducted. Records contain the proposal including information about researchers, departmental assessments of the proposals and notification of acceptance or rejection of the research proposal. For projects actually conducted, the records contain results of the research, departmental assessments of the research and information about the costs of the research. ***Class of Individuals:*** Researchers. ***Purpose:*** To evaluate results, departmental assessments and costs of the research. ***Consistent Uses:*** The information in this bank is used only for the purpose for which it was collected. ***Retention and Disposal Standards:*** The records are retained for two years in the case of rejected proposals and five years for accepted projects. ***TBS Registration:*** 001533 ***Bank Number:*** SGC PPU 015

Security Clearance Records

Description: This bank contains personal information on individuals who are or have been, the subject of security screening procedures in relation to pre-employment/employment with federal government institutions and/or the private sector working under federal government contracts, and whose cases have been referred to the Solicitor General or the Security Advisory Committee for advice. This bank also contains the reports of the Security Intelligence Review Committee provided to the Solicitor General pursuant to subsection 52(2) of the Canadian Security Intelligence Service Act containing the findings and recommendations of the Committee concerning complaints by individuals denied a security clearance. This bank may also contain personal data, criminal records, security analyses, investigative reports, related correspondence and a notation of the level of clearance requested, granted or denied. ***Class of Individuals:*** Individuals who are, or have been, the subject of security screening procedures in relation to pre-employment/employment with federal government institutions and/or the private sector working under federal government contracts, and whose cases have been referred to the Solicitor General or the Security Advisory Committee for advice. ***Purpose:*** The information in this bank is used to support the Solicitor General, Deputy Solicitor General, and their officials in the exercise of their duties, powers and functions with respect to the security assessment and security clearance program of the Government of Canada. ***Consistent Uses:*** Information in this bank concerning the loyalty to Canada, and so far as it relates thereto, the reliability of individuals, may be disclosed to officials of the Government of Canada, or to officials of a province, where the government of a province or a police force in a province, have entered into an arrangement with CSIS pursuant to subsection 13(2) of the Canadian Security Intelligence Service Act to provide it with security assessments; information in this bank is also used to support analysis and advice given in respect of decisions taken, or to be taken, in departments or agencies of the federal government, on the suitability of an individual for a security clearance; or to provide advice with respect to the policy implications of particular cases. ***Retention and Disposal Standards:*** Under review. ***TBS Registration:*** 001538 ***Bank Number:*** SGC PPU 040

Classes of Personal Information

Secretariat Records Offices

In the course of conducting the programs and activities of the Ministry Secretariat, personal information may be accumulated which is not contained in any of the specific personal information banks described in this entry, or the standard banks located elsewhere in the index. Such personal information exists in a fragmented form throughout some 45,000 files located in Ottawa and five other cities across Canada. The information relates to criminal justice system policy; police and law enforcement issues; and general administrative matters. Most of the information is generated internally. However, a portion comes from the general public in the form of opinions or inquiries. This information is not intended to be used for any administrative purpose affecting individuals by the Ministry Secretariat. Information may include names, addresses, profession, and is normally only retrievable if specifics are provided, e.g., project titles, dates, events, organization titles and locations.

Security Intelligence Transitional Group (SITG)

In the course of conducting the activities and programs of this planning group, personal information may have been accumulated which was not contained in the specific personal information bank described in this entry, i.e. planning information on the organizational, personnel and administrative structure for the new security agency; public opinions and enquiries.This information is not intended for use in any administrative purpose affecting individuals by the Security Intelligence Transitional Group. The information may contain names, addresses, and position titles and is stored as a part of the general subject files where records are not normally retrieved by personal identifiers. The information is only retrievable if specific subjects, dates, or events are provided.

Manuals

- Administration Manual
- Records and Mail Desk Procedures Manual
- Document Classification and Designation Guide
- Electronic Surveillance: A Guide for Peace Officers
- Finance Manual
- Financial Coding Manual
- Government Communications Policy
- Guidelines for Agents Designated by the Solicitor General of Canada Pursuant to paragraph 185(1)(a) of the Criminal Code – Invasion of Privacy – Part VI of the Criminal Code
- Management Review Manual
- Personnel Policies and Procedures
- Police and Security Branch Forms Completion Guide
- Records Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

The Secretariat has general information services available to the public which should be consulted as a first step to obtaining further information about the Ministry and its various programs and functions. Please contact:

Communications Group
Ministry Secretariat
Ministry of the Solicitor General
340 Laurier Avenue West
Ottawa, Ontario
K1A 0P8

(613) 990-2744

You may also consult the:

Ministry Library and Reference Centre
Ministry Secretariat
Ministry of the Solicitor General
340 Laurier Avenue West
Ottawa, Ontario
K1A 0P8

(613) 991-2787

Reading Room

In accordance with the Access to Information Act, an area on the premises of this institution has been designated as a public reading room. The public reading room is located on the ground floor of the Ministry headquarters at:

340 Laurier Avenue West
Ottawa, Ontario.

The St. Lawrence Seaway Authority

Chapter 106

General Information

Background

The St. Lawrence Seaway Authority (SLSA) was established in 1954 by the St. Lawrence Seaway Authority Act, and is designated a proprietary corporation (Schedule III, Part I) within the meaning and purpose of the Financial Administration Act.

Responsibilities

The Authority was incorporated to ensure the acquisition of lands for, and the construction, maintenance and operation of all such works as may be necessary to provide and maintain, alone or in conjunction with an appropriate authority in the United States, a deep waterway between the Port of Montréal and Lake Erie; and the construction, maintenance and operation of all such works as the Governor in Council may deem necessary to fulfil any obligation undertaken pursuant to any present or future agreement. It also ensures the acquisition of lands for, and construction, maintenance and operation, alone or in conjunction with an appropriate authority in the United States, of bridges connecting Canada with the United States as authorized by the Act; and acquisition, with the approval of the Governor in Council, of shares in or property of any bridge company, as well as operation and management of these bridges; and the acquisition of lands for, and construction or acquisition, maintenance and operation of such works or other property as the Governor in Council may deem necessary for works undertaken pursuant to the Act. The Authority reports to Parliament through the Minister of Transport.

The Seaway International Bridge Corporation Limited: Its head office, located in Cornwall, Ontario, operates and manages an international toll bridge system between Cornwall, Ontario and Rooseveltown, New York, on behalf of the owners – the St. Lawrence Seaway Authority of Canada and the United States Saint Lawrence Seaway Development Corporation.

The Jacques Cartier and Champlain Bridges Incorporated: was established to provide the public with a safe and efficient transit over the Jacques Cartier Bridge, the Champlain Bridge and a portion of the Bonaventure Autoroute, and to provide this service while attempting to make the bridges self-financing. Specific objectives of the corporation are: (1) to continue the implementation of a program to maintain the bridges and autoroute at an acceptable standard; (2) to ensure operational safety and efficient flow of traffic; (3) to assess the need for improvements to the system and plan for their implementation; (4) to develop a long-term financial plan; (5) to examine its personnel requirements on a continuing basis to assure the optimum utilization of human resources.

Legislation

- St. Lawrence Seaway Authority Act, R.S.C. 1970, c. S-1

Organization

The three members of the Authority, appointed by Order-in-Council, as well as the Corporate Secretary, Legal Counsel and the Director of the Planning Branch, are located in Ottawa, Ontario. The Finance and Accounting Branch, Operations and Maintenance Branch, Personnel and Administration Branch, and the Audit Division are located in Cornwall, Ontario. The headquarters of the Eastern Region, which extends from Montreal to Lake Ontario, is in St. Lambert, Quebec. The Engineering Services Branch is also located there. The Western Region headquarters, which operates the Canadian-owned Welland Canal, is in St. Catharines, Ontario.

■ Planning Branch

Responsible for applying a comprehensive and systematic approach to clarifying corporate objectives, making strategic decisions and checking progress towards the objectives.

Corporate Planning Section: Responsible for the preparation of specific corporate plans for fiscal periods and the development of strategies for improving productivity. It also participates in the formulation of financial policies.

Economics Section: Responsible for economic market analysis to determine commodity flows along the seaway; traffic forecasting (through the preparation and update of short- and long-range forecasts for commodity movements); tolls and sensitivity analyses, including monthly and annual toll revenue estimates; and economic studies respecting regional impacts of the seaway through cost benefit analyses, feasibility studies and evaluation of reports.

Systems Section: Responsible for the preparation of NATO emergency plans and coordination with Transport Canada respecting exercises and continuing monitoring of the Great Lakes/Seaway system; telecommunications coordination respecting all regions of the Authority regarding use and changes; and statistical analyses respecting fleet composition and changing features of the ocean and lakes fleet of vessels.

Technical Section: Responsible for the engineering analyses of conventional improvements and of incremental twinning concepts on the seaway; cost benefit studies related to improvements, project proposals and property requirements; and depreciation studies concerned with

Special Audit requirements of the Auditor General's Department on behalf of the Authority.

Business Development Section: Responsible for the support and coordination of industry efforts in marketing the St. Lawrence Seaway/Great Lakes system through promotional endeavours and its research and coordination of marketing information. Promotional activities are pursued by continuing efforts through trade missions, fairs, conferences and the development of promotional material.

■ Finance and Accounting Branch

The Branch encompasses the Office of the Comptroller and Treasurer. The prime responsibilities of this office include the care and custody of all monies and securities, including their deposit, and the maintenance of accounts and the preparation of detailed reports thereof.

It provides advice on all financial matters to the Authority and Senior Officers within the organization, formulates financial policies, and exercises functional management over financial activities in other branches and regions. It liaises with various government departments, provides financial services for subsidiaries, and prepares the budget.

Treasury Section: Responsible for receiving and depositing monies, maximizing investment income, financial planning (including long-range and budgeting); and monitoring financial results.

Accounting Section: Responsible for developing and monitoring accounting systems, reporting results through financial statements, disbursing monies to Authority employees and suppliers, and establishing controls to safeguard the assets of the Authority.

Tolls and Statistics Section: Responsible for receiving cargo declarations from users, preparing invoices for tolls, and maintaining statistical information on transits and commodities.

Management Information Section: Responsible for developing and maintaining programs and systems required in the areas of Treasury, Accounting, Tolls and Statistics, Purchasing, Personnel, leases, regional maintenance information, fixed and movable assets, and depreciation and stores. It also prepares reports in accordance with defined schedules, and participates in the evaluation and acquisition of electrical (computer) equipment. It is also responsible for the forms management.

■ Operations and Maintenance Branch

The Branch monitors system performance to detect trends, and monitors capacity policy factors; participates in the development of capacity demand policies and the generation and evaluation of proposals related to the capacity/demand balance; and initiates and/or participates in the design and implementation of new operational programs related to capacity and day-to-day operation.

It administers programs related to Seaway regulations, vessel speed programs, operating procedures, maintenance policies and procedures, operational and maintenance staffing requirements, the transportation of dangerous goods, pollution matters, accident investigations, hydraulic and climatic matters, operational and maintenance feasibility studies, and capital and other budgets. It provides support to the Authority and regions in operational and maintenance related matters and provides liaison with users and other marine entities both in Canada and the United States.

■ Personnel and Administration Branch

Provides advice to the Authority and has functional responsibility for all personnel and administration matters. This includes the development, implementation and ongoing direction and review of policies, programs and procedures in the areas of employee relations, human resources, personnel records, benefit and salary administration, purchasing and stores, records management and property management.

Audit Division: Conducts a broad-scope audit program to review and appraise financial and operational activities within the entire Seaway Organization (including its two subsidiary bridge companies) with the view to ensuring the adequacy of financial and managerial controls.

■ Engineering Services Branch

Primary function of the Branch is to ensure the integrity and reliability of all lock and canal installations and to permit efficient and continuous operation of the Seaway using a highly trained, multi-disciplined staff to deal with civil, mechanical and electrical engineering design requirements, maintenance and repair; to prepare construction contract specifications for structures and facilities of the eastern and western regions and all branches of the Authority; and to offer engineering services to The Jacques Cartier and Champlain Bridges Incorporated, the Thousand Islands Bridge Authority, federal and provincial government departments, standards associations and outside consultants.

■ Eastern Region

The Eastern Region administration, with headquarters in St. Lambert, Quebec, is comprised of three divisions under the responsibility of a vice-president.

Operations Division: Administers the movements of vessels from Montreal to Lake Ontario through the operation of a vessel traffic control centre, also located in Saint-Lambert, and several structures such as locks and bridges. It ensures safe, efficient and expedient vessel transits in accordance with Seaway regulations, policies and programs, regional operating procedures and federal statutes.

Engineering and Maintenance Division: Responsible for making the regional structures available so as to permit the most efficient and continuous movement of vessel traffic. It provides systems for regular preventive maintenance in the civil, electrical and mechanical trades.

Administrative Services Division: Supplies the human resources necessary to support the rest of the organization.

■ Western Region

The Western Region administration, with headquarters in St. Catharines, comprises three divisions under the direction of a vice-president and is responsible for the operations and maintenance of the Welland Canal.

Operations Division: Responsible for the efficient manning of the vessel traffic control centre and other operating structures to ensure a safe, efficient and expedient movement of vessel traffic through the Welland Canal and in adjacent waters of Lakes Erie and Ontario in accordance with Authority policy, programs, procedures, approved budgets and applicable federal statutes. The Division is also involved in liaison with the shipping trade and United States and Canadian government agencies involved in the operation of the Seaway.

Engineering and Maintenance Division: Responsible for the continuous availability and reliable operation of all structures and Seaway facilities of the western region St. Lawrence Seaway Authority to ensure safe and expedient movement of vessel traffic in accordance with Authority policy, programs and service objectives. This is achieved by establishing both basic short- and long-term objectives for the Division encompassing the essential maintenance, rehabilitation and improvement projects to be carried out.

Administrative Services Division: Provides administrative support to the other two divisions within the region in the areas of Human Resources Management, Accounting, Purchasing and Stores, Real Property Management and Vehicle and Building Maintenance Management.

■ Welland Canal Twinning Project Contractors' Association

This now defunct association was formed to ensure a stable labour environment in the trades working on the Welland Canal By-pass Project between 1964 and 1974. Although the office was abolished in 1974, the records created are still available.

■ Subsidiaries

The Seaway International Bridge Corporation Limited

The Great Lakes Pilotage Authority, Limited,
The Jacques Cartier and Champlain Bridges Incorporated
Thousand Islands Bridge Corporation Limited

Information Holdings

Program Records

Bridges (Engineering Services Branch)

Description: Information on the design, construction, alteration, improvement, repair, maintenance, demolition and removal of bridges and tunnels; also the maintenance and repair of equipment associated with these structures. *Topics:* St. Lambert Lower Bridge; Côte St. Catherine Bridge; Honoré Mercier Bridge; Caughnawaga Lower and Upper Bridges; Upper Beauharnois Bridge; St. Louis Bridge; Valleyfield Bridge; Iroquois Bridge; bridges not owned by the Seaway Authority; tunnels; St. Lambert Upper Bridge; Welland Canal bridges. Each file on an Authority-owned bridge is divided into the following standard subjects: construction alterations; maintenance and repairs; bridge ropes; standby power equipment; electrical equipment; operating machinery and mechanical equipment; live roads; rail breaks; highway traffic control and equipment; decking (new and repairs); inspection; painting; abandonment; removal and disposal. *Program Record Number:* SLS ESB 065

Bridges (Operations and Maintenance Branch)

Description: See Bridges (Engineering Services Branch), SLS ESB 065 above. *Program Record Number:* SLS OMB 065

Canals (Engineering and Maintenance Branch)

Description: Information on dredging, maintenance and repair of canals and associated structures and facilities; also the study of proposals for new canals or channels. *Topics:* Welland Canal; Cornwall Canal; Beauharnois Canal; South Shore Canal; canals not Authority-owned; Iroquois Canal; Galop Canal. Each file on an Authority-owned canal is divided into the following subjects: construction and alterations; maintenance and repairs; breakwaters and protection works; culverts; syphons and drains; regulating works and equipment (dams and weirs); emergency dams and guard gates; gate yards; banks and dikes; repair basin and dry dock; bollards; dolphins and mooring posts; pile clusters and fender booms; retaining walls and piers; obstructions (stones, logs, etc.); fencing; winter work program; unwatering; causeway; painting of canal structures; windbreaks; dredging; pondage areas; wharf and dock facilities; shipping capacity and traffic studies; dimensions and draught; excavation; abandonment and closing. *Program Record Number:* SLS ESB 080

Canals (Operations and Maintenance Branch)

Description: See Canals (Engineering Services Branch), SLS ESB 080 above. *Program Record Number:* SLS OMB 080

Champlain Bridge

Description: Information about the administration of the Champlain Bridge (includes a portion of the Bonaventure Autoroute). *Topics:* Champlain Bridge – general; bridge construction; bridge construction contracts; buildings and properties; buildings – construction, construction contracts, maintenance and repairs, maintenance and repairs contracts; fill; inspection and testing of materials; land concessions; land disposal; deeds – acquisition, case files; easements (case files); leases and licences (case files); letters patent (case files); transfers (case files); lighting system; load limits; maintenance and repairs; maintenance and repair contracts; permits; professional service contracts; power supply: roads – north approaches, northwest approaches; Bonaventure Autoroute; service contracts; ambulance; cleaning; snow removal; grass cutting; towing; salt; uniforms; janitorial; toll collection; toll collection equipment; tolls (tariff); traffic control; traffic counts, statistics, revenue; traffic signs and supports; water supply; Bonaventure Autoroute; Bonaventure Autoroute, construction of; dealings; fences; reversible lane; road signs; Champlain Bridge sections – section 1A, section 2, sections 2 and 3, sections 2, 4 and 8, section 3, sections 3, 4, 5 and 6, section 4, section 5, sections 5 to 7, section 6, sections 6, 7 and 8, section 7B, section 8. *Program Record Number:* SLS JCB 130

Concrete Control

Description: Information on all aspects of the engineering analysis, testing and study of concrete and its properties. *Topics:* Concrete sampling and testing; material sampling and testing; equipment; concrete specifications; inspection. *Program Record Number:* SLS EMW 105

Electric Plants (Eastern Region)

Description: Information on electric plants and equipment, and the distribution of electrical energy. *Topics:* Motors and generators; sub-stations; control boards; transmission lines; cables and wires; powerhouses; lighting; power supply; heaters; component parts. *Program Record Number:* SLS EME 055

Electric Plants (Western Region)

Description: See Electric Plants (Eastern Region), SLS EME 055 above. *Program Record Number:* SLS EMW 055

Hydraulic Models

Description: Information on models which are built to study the effect of projects and to determine ideal design for construction purposes. *Topics:* Hydraulic river models; lock models. *Program Record Number:* SLS ESB 085

Hydraulics

Description: Information on the gauging of water levels at points along the Seaway; measurement of water flow; water and air temperatures. *Topics:* General hydraulics; water levels (gauging); discharges; diversions; metering; regulation of levels and discharges; backwater data; water and air temperatures; studies and testing. *Program Record Number:* SLS OMB 015

Jacques Cartier Bridge

Description: Information about the administration of the Jacques Cartier Bridge. *Topics:* Jacques Cartier Bridge – general; bridge construction; bridge construction contracts; buildings and properties; buildings – construction, construction contracts, maintenance and repairs, maintenance and repair contracts; land concessions; land disposal; deeds – acquisition, case files; easements (case files); leases and licences (case files); letters patent (case files); transfers (case files); lighting system – load limits; maintenance and repairs; maintenance and repair contracts; permits; professional service contracts; power supply; road approaches; roads – north approaches, south shore approaches; service contracts; ambulance; cleaning; snow removal; grass cutting; towing; salt; janitorial; St-Helen's Island; the St. Lawrence Seaway Authority; telephone cables; toll collection; toll collection equipment; tolls; traffic control; traffic statistics; widening of the roadway. *Program Record Number:* SLS JCB 125

Locks (Engineering Services Branch)

Description: Information on the design, construction, alteration, improvement, repair and maintenance of locks, lock regulating works, and approach and tie-up walls; also maintenance and repair of equipment associated with these structures, and studies and tests on the filling and emptying of locks, or the effect of flows from regulating on shipping or lock components. *Topics:* Saint Lawrence Seaway Development Corporation locks; St. Lambert Lock; Côte St. Catherine Lock; Lower Beauharnois Lock; Upper Beauharnois Lock; Iroquois Lock; Welland Canal locks. Each file on an Authority-owned lock is divided into the following standard subjects: construction and alterations; maintenance and repairs; gates; gate machinery; gate ropes; gate painting; gate anchorages; unwatering gates; ship arrestors; machinery; capstans and linehaulers; sills (metre and sector); valves and valve machinery regulating works and equipment; lock ladders; stop logs and stop log handling equipment; approach and tie-up walls; electrical equipment; controls and control systems; lock and wall fendering; filling culverts and ports; de-icing and ice prevention. *Program Record Number:* SLS ESB 070

Locks (Operations and Maintenance Branch)

Description: See Locks (Engineering Services Branch), SLS ESB 070 above. *Program Record Number:* SLS OMB 070

Navigation

Description: Information on all aspects of navigation within the Seaway, including navigation rules and regulations, studies on shipping season extension, acceptable ship equipment for Seaway transit, traffic control, the enforcement of ship speed restrictions, the study of ice and its formation within the Seaway, performance analysis of the structures forming the Seaway, and ship files. *Topics:* Navigation rules and regulations; navigation channel; aids to navigation; shipping associations; vessel dimensions; traffic control signal lights and warning signs; traffic control; equipment for vessels; vessel speed; operation procedures; water pollution; channel maintenance; navigation season; pilotage; Canadian and American navigation season extension studies; meteorological data; ice studies; marine shunter program; navigation research and development; operational data analysis; Welland Traffic Control Improvement Program; individual ship files containing information on the physical characteristics of the ship – dimensions, plans and drawings; inspection, incident, occurrence and accident reports. *Access:* Ship files – one group arranged by pre-clearance number, another by ship name, new hulls by shipyard name. *Program Record Number:* SLS OMB 010

Operations Source Documents (Eastern Region)

Description: Information on vessel movements and structure operation details. *Topics:* Lock log; bridge record; dock tabs; daily call-in sheets. *Access:* Files arranged by form title, then by region and structure (call-in sheets arranged by form title, then region and traffic sector). *Program Record Number:* SLS ODE 045

Operations Source Documents (Western Region)

Description: See Operations Source Documents (Eastern Region), SLS ODE 045 above. *Program Record Number:* SLS ODW 045

Plan Records

Description: Information on construction and as-built details of buildings, lock and canal installations, and facilities. *Storage Medium:* Microfilm. *Program Record Number:* SLS ESB 110

Planning and Development by Other Agencies

Description: Information on engineering advice, assistance or contract administration services provided by the Authority to federal and provincial government departments. *Topics:* Zoning; ports and anchorages; recreation areas; historic sites. *Program Record Number:* SLS ESB 075

Power Development

Description: Information on the development and construction of facilities to generate electrical energy, and related correspondence. *Topics:* International rapids section; channel improvements; Iroquois Dam; Long Sault Dam; Barnhart Powerhouse; rehabilitation; Lachine; Hydro-Quebec's Projet Archipel; Beauharnois; Carillon; Ontario Hydro Eastern Ontario study. *Program Record Number:* SLS ESB 095

Public Relations and Publicity Programme

Description: Information on the Authority's Public Relations Programme. *Topics:* Promoting and Marketing the Seaway; trade mission. *Program Record Number:* SLS CPB 006

Remedial Works and Public Services

Description: Information on alteration, removal or relocation of services or utilities resulting from major construction projects undertaken by the Authority. *Topics:* Highways and roads; railways; communication lines; power lines; modification and relocation of transmission lines; sewage and drainage; water supply and intake; pumping stations; gas mains; cemeteries. *Program Record Number:* SLS ESB 060

Security

Description: Information on the physical security of Authority buildings, installations or facilities; also correspondence related to the special policy concerning passes (visitors and servicing); liaison with Emergency Planning Canada to provide assistance in emergency conditions and civil defence planning actions. *Topics:* Passes; Seaway structures and premises; Emergency Planning Canada. *Program Record Number:* SLS CPB 005

Soil Mechanics and Foundation Engineering

Description: Information on all aspects of the engineering analysis, testing and study of soil and its properties. *Topics:* Technical information; equipment enquiries, maintenance and specifications; site exploration, sampling and field measurements; foundation and embankment instrumentation and field measurements; engineering properties of soils and laboratory testing; construction control; excavations and embankments; water and climatic information; foundation and earth pressure problems; engineering geology; soil-cement and soil stabilization. *Program Record Number:* SLS EMW 100

Telecommunications (Eastern Region)

Description: Information on the operation, maintenance and study of communications equipment in use within the Seaway. *Topics:* Radiotelephone; teletype and telex; telephone services; public address; alarm systems; television; radar; outages and trouble reports; tape recordings; facsimile; conferences; Government Telecommunications Agency; Department of Transport reports and bulletins. *Program Record Number:* SLS ODE 040

Telecommunications (Western Region)

Description: See Telecommunications (Eastern Region), SIS ODE 040 above. *Program Record Number:* SLS ODW 040

The Seaway International Bridge Corporation Limited

Description: Information on the Seaway International Bridge Corporation Ltd., the Roosevelt Bridge, the South Channel Bridge and the North Channel Bridge and tolls. *Topics:* Roosevelt Bridge (relocation); New York Central Railroad Co. (purchase); Cornwall International Bridge Co. Ltd. (purchase of shares); operation and maintenance; agreement with the United States Saint Lawrence Seaway Development Corporation; South Channel and North Channel Bridges – construction, operation and maintenance, annual inspection, damages, complaints, lighting; tolls, bridge passes, toll collections equipment, toll revisions; reports on traffic statistics; shareholders', directors', and management committee meetings. *Program Record Number:* SLS SIB 120

Traffic

Description: Information on the establishment or revision of tolls; assessment and collection of tolls; fees for side and top wharfage and heavy lifts; classification or reclassification of cargoes for tolls; pre-clearance arrangements; analysis of traffic and cargoes; compilation of reports and statistics on tolls; studies of potential traffic within the Great Lakes system. *Topics:* Tolls; vessel movements; commodity, cargo and shipping statistics; toll revision; shipping company files; economic studies; charges and tariffs. *Program Record Number:* SLS FAB 020

Traffic Accounts Receivable Invoices

Description: Receipted invoices showing the amounts owed and paid to the Authority. *Access:* One copy arranged alphabetically by shipping representative name, another by invoice number. *Program Record Number:* SLS FAR 030

Traffic Control Centre Tape Recordings (Eastern Region)

Description: Tape recordings of radiotelephone or landline telephone transmissions for the eastern and western region traffic control centres. ***Access:*** Tapes arranged chronologically. ***Storage Medium:*** Magnetic tape.Tapes are erased and reused after a 30-day period unless a situation requires retention of a specific tape or tapes for a longer period. ***Program Record Number:*** SLS ODE 050

Traffic Control Centre Tape Recordings (Western Region)

Description: See Traffic Control Centre Tape Recordings (Eastern Region), SLS ODE 050 above. ***Program Record Number:*** SLS ODW 050

Traffic Pre-clearance Forms

Description: These forms are applications for vessel pre-clearance. They are completed by vessel representatives and give particulars of the ownership, liability insurance and physical characteristics of the vessel. The forms also guarantee payment of the tolls and charges that may be incurred by the vessel. As part of the pre-clearance process, cash, bank letters of guarantee, Government of Canada Bonds or United States Treasury Bonds may be submitted as security. ***Access:*** Pre-clearance forms are filed by ship number; bank letters of guarantee are filed alphabetically by agent name.Pre-clearance forms and bank letters of guarantee are held by the Accounts Receivable Section; bonds are held in Ottawa by the Securities Division of Supply and Services Canada. ***Program Record Number:*** SLS FAR 035

Transit Declaration Forms (Cargo and Passengers)

Description: This form is used in assessing toll charges and bears such details as date of entry, vessel name, port of origin, port of destination, Seaway number, containers, grains carried, number of passengers, type of cargo (bulk or general), locks transited, tolls assessed. Where cargo is carried to or from an overseas port, a copy of the cargo manifest accompanies the transit declaration form. ***Access:*** Records arranged by vessel number. ***Storage Medium:*** EDP format for toll assessment and traffic statistics. ***Program Record Number:*** SLS FAB 025

Welland Canal Twinning Project Contractors' Association

Description: Information on the review and negotiation of labour agreements and the application of labour standards. ***Topics:*** Industrial relations; labour relations; collective agreement; Welland Canal Construction Council; meetings; public relations; legislation; central employment bureau; associations; labour conditions; construction associations; contractors; contracts. ***Program Record Number:*** SLS EMW 115

Personal Information Banks

■ St. Lawrence Seaway Authority

Accounts Payable Files

Description: Files contain the names and addresses of firms and individuals, invoices for services rendered or products provided, detailing the amount owing and any supporting documentation to substantiate the account. Original accounts payable vouchers together with supporting documentation are maintained in hard copy and are filed by date of payment. Computerized information exists to record various expenses, and such pertinent information as payment date, cheque number and date, name of supplier, submitted by suppliers or employees. Access to this bank will require name, address, and date of account. ***Class of Individuals:*** Individuals, firms, employees. ***Purpose:*** The purpose of this bank is to maintain information on the payment of accounts owing to firms or individuals for having provided a service or sold products to the Authority or for the payment of travel advances and the reimbursement of travel expenses to Authority employees. ***Retention and Disposal Standards:*** Original accounts payable vouchers together with supporting documentation – seven years. ***TBS Registration:*** 000270 ***Bank Number:*** SLS PPU 010

Accounts Receivable Files

Description: Files contain the names and addresses of firms and individuals, details of the amounts owing and any supporting documentation to substantiate the account. Manual files exist to maintain hard copy documentation. Computerized information exists to summarize the amounts owing and prepare billings. Access to this bank will require name and address. ***Class of Individuals:*** Individuals, firms. ***Purpose:*** The purpose of this bank is to maintain information on the recovery or payment of amounts of money owed to the Authority. ***Retention and Disposal Standards:*** Six years. ***TBS Registration:*** 000271 ***Bank Number:*** SLS PPU 015

Application for Employment

Description: This bank contains completed employment application forms, résumés, letters of reference and replies to applications. ***Class of Individuals:*** Individuals seeking employment. ***Purpose:*** This bank exists to retain applications for employment. ***Consistent Uses:*** To support decisions regarding the referral of candidates for staffing purposes. ***Retention and Disposal Standards:*** Files are kept for two years after receipt. ***TBS Registration:*** 001600 ***Bank Number:*** SLS PPU 066

Claim, Accident Files

Description: This bank includes accident, investigation and claim reports, names and addresses of individuals or firms lodging claims, or the names of persons involved in accidents. This bank is maintained on a regional basis. Access to this bank will require name, address and description of the accident or the reason for the claim. ***Class of Individuals:*** Marine crews, general public, employees. ***Purpose:*** The purpose of this bank is to maintain information relating to claims by or against the Authority, debts due to or owed by the Authority for damages or remuneration for losses suffered or incurred, motor vehicle accidents, equipment and property damages, fatalities and injuries occurring to individuals, marine crew injuries and fatalities. ***Consistent Uses:*** The information is used for reference purposes. ***Retention and Disposal Standards:*** Fatal accidents (other than staff), Marine crew accidents, motor vehicle accidents – six years after settlement. Retention period for claims/debts due to or against the Crown -six years after settlement. *TBS Registration:* 000269 *Bank Number:* SLS PPU 005

Construction Contract Files

Description: Files may contain an estimate of the total cost of the project, purchase requisitions and specifications, tender and contract documents, list of prospective tenderers, tenders submitted by suppliers, analysis of tenders submitted, documentation awarding the contract, a signed contract between the contractor and the Authority, correspondence and documentation for payment of the contract. Files are maintained on a regional basis. The filing sequence is by contract number with a description of the contract work appearing on the file cover. Access to this bank will require name, address, contract number and description of the contract. *Class of Individuals:* Firms. *Purpose:* The purpose of this bank is to maintain information on the call and award of contracts for construction projects. *Consistent Uses:* These files may be used for research purposes for future contract work. *Retention and Disposal Standards:* General correspondence – ten years. A consolidated file of certain essential engineering information for each contract is retained indefinitely for research for future contract work. *TBS Registration:* 000274 *Bank Number:* SLS PPU 030

Deed Files

Description: This bank contains information relating to property to be expropriated or purchased, appraisal report, name and address of person or firm from whom the property was obtained as well as a copy of the purchase document. This bank is maintained on a regional basis, the filing sequence being by document number with name of the seller appearing on the file cover. Access to this bank will require name, address and document number. *Class of Individuals:* Firms, individuals. *Purpose:* The purpose of this bank is to maintain information on the acquisition of land, together with any building that might be located thereon, by the Authority through expropriation or purchase. *Consistent Uses:* The information is used for reference purposes. *Retention and Disposal Standards:* Files are retained indefinitely. *TBS Registration:* 000279 *Bank Number:* SLS PPU 055

Easement Files

Description: This bank contains information relating to granting of the easement, request for a privilege, name and address of person or firm granting or obtaining the easement, establishment of a fee as well as a copy of the document. This bank is maintained on a regional basis, the filing sequence being by document number with the name of the firm or individual appearing on the file cover. Access to this bank will require name, address and document number. *Class of Individuals:* Firms, individuals. *Purpose:* The purpose of this bank is to maintain information on the granting of easements to or from the Authority for such privileges as drainage purposes, powerline, pipeline and communication line crossing purposes. *Consistent Uses:* The information contained in this bank is used for reference purposes. *Retention and Disposal Standards:* Files are retained for three years after expiry of privilege involved. *TBS Registration:* 000281 *Bank Number:* SLS PPU 065

Lease, Licence Files

Description: This bank contains information relating to the property or services to be leased or licensed, request for lease or licence, name and address of person or firm leasing or licensing, appraisal report, establishment of amount of rental as well as a copy of the document. This bank is maintained on a regional basis, the filing sequence being by document number with the name of lessee or licensee appearing on the file cover. Access to this bank will require name, address and document number. *Class of Individuals:* Firms, individuals, employees. *Purpose:* The purpose of this bank is to maintain information on the leasing or licensing of land, buildings, office accommodation, parking facilities, water power or water supply to or from the Authority. *Consistent Uses:* The information contained in this bank is used for reference purposes. *Retention and Disposal Standards:* Twenty years after cancellation of privilege. *TBS Registration:* 000280 *Bank Number:* SLS PPU 060

Letters Patent Files

Description: This bank contains information relating to the request to purchase, authorization to sell, description of the property, appraisal report, sale price, name and address of purchaser, as well as a copy of the letters patent document. This bank is maintained on a regional basis, the filing sequence being by document number with the name of the purchaser appearing on the file cover. Access to this bank will require name, address and document number. *Class of Individuals:* Firms, individuals. *Purpose:* The purpose of this bank is to maintain information on the sale or conveyance of land, together with any building that might be located thereon, to individuals or firms. *Consistent Uses:* The information is used for reference purposes. *Retention and Disposal Standards:* Files are retained indefinitely. *TBS Registration:* 000278 *Bank Number:* SLS PPU 050

Procurement Contract Files

Description: Files may contain an estimate of the total cost of the project, purchase requisition and specifications, tender and contract documents, list of prospective tenderers, tenders submitted by suppliers, analysis of tenders submitted, documentation awarding the contract, a signed contract between the contractor and the Authority, correspondence and documentation for payment of the contract. Files are maintained on a regional basis. The filing sequence is by contract number with a description of the contract work appearing on the file cover. Access to this bank will require name, address, contract number and description of the contract. *Class of Individuals:* Contracting firms. *Purpose:* The purpose of this bank is to maintain information on the call and award of contracts for the supply of materials and equipment. *Consistent Uses:* These files may be used for research purposes for future contract work. *Retention and Disposal Standards:* General correspondence – ten years. A consolidated file of certain essential engineering information for each contract is retained indefinitely for research for future contract work. ***TBS Registration:*** 000273 ***Bank Number:*** SLS PPU 025

Professional Service Contract Files

Description: Files may contain an estimate of the total cost of the project, purchase requisition and specifications, tender and contract documents, list of prospective tenderers, tenders submitted by suppliers, analysis of tenders submitted, documentation awarding the contract, a signed contract between contractor and the Authority, correspondence and documentation for payment of the contract. Files are maintained on a regional basis. The filing sequence is by contract number with a description of the contract work appearing on the file cover. Access to this bank will require name, address, contract number and description of the contract. ***Class of Individuals:*** Firms, individuals. ***Purpose:*** The purpose of this bank is to maintain information on the call and award of contracts for the supply of professional services such as consulting, engineering, design, legal and inspection services. ***Consistent Uses:*** These files may be used for research purposes for future contract work. ***Retention and Disposal Standards:*** General correspondence – ten years. A consolidated file of certain essential engineering information for each contract is retained indefinitely for research for future contract work. ***TBS Registration:*** 000276 ***Bank Number:*** SLS PPU 040

Purchase Orders and Tender Files

Description: Files may contain a requisition for the items, specifications or brochure describing the items, list of prospective tenderers, tenders submitted by suppliers, analysis of tender submitted, documentation awarding the purchase order, delivery follow-up and price escalation correspondence. Access to this bank will require name, address and purchase order number. ***Class of Individuals:*** Firms. ***Purpose:*** The purpose of this bank is to maintain information on the call and award of orders for the purchase or supply of commodities, materials and equipment. ***Consistent Uses:*** These files may be used as research for future purchase requirements. ***Retention and Disposal Standards:*** Five years. ***TBS Registration:*** 000275 ***Bank Number:*** SLS PPU 035

Service Contract Files

Description: Files may contain a requisition for the items, list of prospective tenderers, tenders submitted by suppliers, analysis of tenders submitted, documentation awarding the contract, and a signed contract between the contractor and the Authority. Files are maintained on a regional basis. It should be noted that the filing sequence is numerical by contract number with a description of the contract work appearing on the file cover. Access to this bank will require name, address, contract number and description of the contract. ***Class of Individuals:*** Firms. ***Purpose:*** The purpose of this bank is to maintain information on the call and award of contracts for the supply of services such as security, grass cutting, reproduction, laboratory testing, snow removal, janitorial services, courier services and power supply services. ***Consistent Uses:*** These files may be used as research for future contract work. ***Retention and Disposal Standards:*** Five years. ***TBS Registration:*** 000277 ***Bank Number:*** SLS PPU 045

Suppliers' Files

Description: The bank contains letters of solicitation, names and addresses of firms or individuals, and information or literature describing the services or products available from the suppliers. The bank is used to select suppliers and is maintained in manual and computerized formats. Access to this bank will require name and address. ***Class of Individuals:*** Individuals, firms. ***Purpose:*** The purpose of this bank is to maintain records on suppliers of services or products. ***Retention and Disposal Standards:*** Five years. ***TBS Registration:*** 000272 ***Bank Number:*** SLS PPU 020

■ The Seaway International

Accounts Payable Files

Description: Files contain the names and addresses of firms and individuals, invoices for services rendered or products provided, detailing the amount owing, and any supporting documentation to substantiate the account. Original accounts payable vouchers together with supporting documentation are maintained in hard copy and are filed by date of payment. Access to this bank will require name, address and date of account. ***Class of Individuals:*** Individuals, firms, employees. ***Purpose:*** The purpose of this bank is to maintain information on the payment of accounts owing to firms or individuals for having provided services or sold products to the Corporation, or for the payment of travel advances and the reimbursement of travel expenses to Corporation employees. ***Retention and Disposal Standards:*** Original accounts payable vouchers together with supporting documentation – seven years. ***TBS Registration:*** 000283 ***Bank Number:*** SLS PPU 075

Accounts Receivable Files

Description: Files contain the names and addresses of firms, individuals, details of the amounts owing and any supporting documentation to substantiate the account. Manual files exist to maintain hard copy documentation. Access to the bank will require name and address. ***Class of Individuals:*** Firms, individuals. ***Purpose:*** The purpose of this bank is to maintain information on the recovery or payment of monies owing to the Corporation. ***Retention and Disposal Standards:*** Six years. ***TBS Registration:*** 000284 ***Bank Number:*** SLS PPU 080

Application for Employment

Description: This bank contains completed employment application forms, résumés, letters of reference and replies to applications. ***Class of Individuals:*** Individuals seeking employment. ***Purpose:*** This bank exists to retain applications for employment. ***Consistent Uses:*** To support decisions regarding the referral of candidates for staffing purposes. ***Retention and Disposal Standards:*** Files are retained for a period of two years from date of receipt. ***TBS Registration:*** 001601 ***Bank Number:*** SLS PPU 121

Bridge Passes

Description: A record of the names of individuals to whom a bridge pass has been issued and pass usage. This bank is computerized. Access to this bank will require name. ***Class of Individuals:*** Firms, individuals, reserve inhabitants. ***Purpose:*** To maintain a record of names of individuals to whom a bridge pass has been issued and pass usage. ***Retention and Disposal Standards:*** Five years after litigation is settled. ***TBS Registration:*** 000292 ***Bank Number:*** SLS PPU 120

Claim, Accident Files

Description: This bank includes, accident, investigation and claim reports, names and addresses of individuals or firms lodging claims or the names of persons involved in accidents. Access to this bank will require name, address and description of the accident or the reason for the claim. ***Class of Individuals:*** Individuals, firms. ***Purpose:*** The purpose of this bank is to maintain information relating to claims by or against the Corporation, debts due to or owed by the Corporation for damages, or remuneration for losses suffered or incurred, motor vehicle accidents, equipment and property damages, fatalities and injuries occurring to individuals. ***Consistent Uses:*** The information is used for reference purposes. ***Retention and Disposal Standards:*** Fatal accidents (other than staff), motor vehicle accidents, claims/debts due to or against the Crown – six years after settlement. ***TBS Registration:*** 000282 ***Bank Number:*** SLS PPU 070

Construction Contract Files

Description: Files may contain an estimate of the total cost of the project, purchase requisition and specifications, tender and contract documents, list of prospective tenderers, tenders submitted by suppliers, analysis of tenders submitted, documentation awarding the contract, a signed contract, correspondence and documentation for payment of the contract. The filing sequence is by contract number with a description of the contract work appearing on the file cover. Access to this bank will require name, address, contract number and description of the contract. ***Class of Individuals:*** Firms. ***Purpose:*** The purpose of this bank is to maintain information on the call and award of contracts for construction projects. ***Consistent Uses:*** These files may be used for research purposes for future contract work. ***Retention and Disposal Standards:*** General correspondence – ten years. A consolidated file of certain essential engineering information for each contract is retained indefinitely for future contract work. ***TBS Registration:*** 000286 ***Bank Number:*** SLS PPU 090

Deed Files

Description: This bank contains information relating to property to be expropriated or purchased, appraisal reports, name and address of the person or firm from whom the property was obtained as well as a copy of the purchase document. The filing sequence is by document number with name of the seller appearing on the file cover. The information is used for reference purposes. Access to this bank will require name, address and document number. ***Class of Individuals:*** Firms, individuals. ***Purpose:*** The purpose of this bank is to maintain information on the Corporation's acquisition of land, through expropriation or purchase, and any buildings that might be located thereon. ***Retention and Disposal Standards:*** Files are retained indefinitely. ***TBS Registration:*** 000289 ***Bank Number:*** SLS PPU 105

Easement Files

Description: This bank contains information relating to the granting of easement, request for a privilege, name and address of person or firm granting or obtaining the easement, establishment of a fee as well as a copy of the document. The filing sequence is by document number with the name of the firm or individual appearing on the file cover. Access to this bank will require name, address and document number. ***Class of Individuals:*** Firms, individuals. ***Purpose:*** The purpose of this bank is to maintain information on the granting of easements to or from the corporation for such privileges as drainage purposes, powerline, pipeline and communication line crossing purposes. ***Consistent Uses:*** The information contained in this bank is used for reference purposes. ***Retention and Disposal Standards:*** Files are retained for three years after expiry of privilege involved. ***TBS Registration:*** 000291 ***Bank Number:*** SLS PPU 115

Lease, Licence Files

Description: This bank contains information relating to the property or services to be leased or licensed, request for lease or licence, name and address of person or firm leasing or licensing, appraisal report, establishment of amount of rental as well as a copy of the document. The filing sequence is by document number with the name of lessee or licensee appearing on the file cover. Access to this bank will require name, address and document number. ***Class of Individuals:*** Firms, individuals. ***Purpose:*** The purpose of this bank is to maintain information on the leasing or licensing of land, buildings, office accommodation, parking facilities to or from the Corporation. ***Consistent Uses:*** The information contained in this bank is used for reference purposes. ***Retention and Disposal Standards:*** Twenty years after cancellation of privilege. ***TBS Registration:*** 000290 ***Bank Number:*** SLS PPU 110

Procurement Contract Files

Description: Files may contain an estimate of the total cost of the project, purchase requisition and specifications, tender and contract documents, list of prospective tenderers, tenders submitted by suppliers, analysis of tenders submitted, documentation awarding the contract, a signed contract between the contractor and the corporation, correspondence and documentation for payment of the contract. The filing sequence is by contract number with a description of the contract work appearing on the file cover. Access to this bank will require name, address, contract number and description of the contract. ***Class of Individuals:*** Firms. ***Purpose:*** The purpose of this bank is to maintain information on the call and award of contracts for the supply of materials and equipment. ***Consistent Uses:*** These files may be used for research purposes for future contract work. ***Retention and Disposal Standards:*** General correspondence – ten years. A consolidated file of certain essential engineering information for each contract is retained indefinitely for research for future contract work. ***TBS Registration:*** 000285 ***Bank Number:*** SLS PPU 085

Professional Service Contract Files

Description: Files may contain an estimate of the total cost of the project, purchase requisition and specifications, tender and contract documents, list of prospective tenderers, tenders submitted by suppliers, analysis of tenders submitted, documentation awarding the contract, a signed contract, correspondence and documentation for payment of the contract. The filing sequence is by contract number with a description of the contract work appearing on the file cover. Access to this bank will require name, address, contract number and description of the contract. ***Class of Individuals:*** Firms, individuals. ***Purpose:*** The purpose of this bank is to maintain information on the call and award of contracts for the supply of professional services such as consulting, engineering, design, legal and inspection services. ***Consistent Uses:*** These files may be used for research purposes for future contract work. ***Retention and Disposal Standards:*** General correspondence – ten years. A consolidated file of certain essential engineering information for each contract is retained indefinitely for research for future contract work. ***TBS Registration:*** 000288 ***Bank Number:*** SLS PPU 100

Purchase Orders and Tender Files

Description: Files may contain a requisition for items, specifications or brochure describing the items, list of prospective tenderers, tenders submitted by suppliers, analysis of tender submitted, documentation awarding the purchase order, delivery follow-up and price escalation correspondence. Access to this bank will require name, address and purchase order number. ***Class of Individuals:*** Firms. ***Purpose:*** The purpose of this bank is to maintain information on the call and award of orders for the purchase or supply of commodities, materials and equipment. ***Consistent Uses:*** These files may be used as research for future purchase requirements. ***Retention and Disposal Standards:*** Five years. ***TBS Registration:*** 000287 ***Bank Number:*** SLS PPU 095

■ The Jacques Cartier and Champlain Bridges Incorporated

Accounts Payable Files

Description: Files contain the names and addresses of firms and individuals; invoices for services rendered or products provided, detailing the amount owing and any supporting documentation to substantiate the account. Original accounts payable vouchers, together with supporting documentation, are maintained in hard copy and are filed by date of payment. Access to this bank will require name, address and date of account. ***Class of Individuals:*** Individuals, firms, employees. ***Purpose:*** The purpose of this bank is to maintain information on the payment of accounts owing to firms or individuals for having provided a service or sold products to the Corporation or for the payment of travel advances and the reimbursement of travel expenses to Corporation employees. ***Retention and Disposal Standards:*** The retention period for original accounts payable vouchers, together with supporting documentation, is seven years. ***TBS Registration:*** 000294 ***Bank Number:*** SLS PPU 130

Accounts Receivable Files

Description: Files contain the names and addresses of firms and individuals, details of the amounts owing and any supporting documentation to substantiate the account. Manual files exist to maintain hard copy documentation. Access to this bank will require name and address. ***Class of Individuals:*** Individuals, firms. ***Purpose:*** The purpose of this bank is to maintain information on the recovery or payment of monies owing to the Corporation. ***Retention and Disposal Standards:*** Six years. ***TBS Registration:*** 000295 ***Bank Number:*** SLS PPU 135

Application for Employment

Description: This bank contains completed employment application forms, résumés, letters of reference and replies to applications. ***Class of Individuals:*** Individuals seeking employment. ***Purpose:*** This bank exists to retain applications for employment. ***Consistent Uses:*** To support decisions regarding the referral of candidates for staffing purposes. ***Retention and Disposal Standards:*** Please employ standard retention period. ***TBS Registration:*** 001602 ***Bank Number:*** SLS PPU 181

Claim, Accident Files

Description: This bank includes accident, investigation and claim reports, names and addresses of individuals or firms lodging claims or the names of persons involved in accidents. Access to this bank will require name, address and description of the reason for the claim or the accident. ***Class of Individuals:*** Individuals, firms. ***Purpose:*** The purpose of this bank is to maintain information relating to claims by or against the Corporation, debts due to or owed by the Corporation for damages or remuneration for losses suffered or incurred, motor vehicle accidents, equipment and property damages, fatalities and injuries occurring to individuals. ***Consistent Uses:*** The information is used for reference purposes. ***Retention and Disposal Standards:*** Fatal accidents (other than staff), motor vehicle accidents, claims/debts due to or against the Crown – six years after settlement. ***TBS Registration:*** 000293 ***Bank Number:*** SLS PPU 125

Construction, Maintenance and Repair Contract Files

Description: Files may contain an estimate of the total cost of the project, purchase requisition and specifications, tender and contract documents, list of prospective tenderers, tenders submitted by suppliers, analysis of tenders submitted, documentation awarding the contract, a signed contract, correspondence and documentation for payment of the contract. The filing sequence is by contract number with a description of the contract work appearing on the file cover. Access to this bank will require name, address, contract number and description of the contract. ***Class of Individuals:*** Firms. ***Purpose:*** The purpose of this bank is to maintain information on the call and award of contracts for construction projects. ***Consistent Uses:*** These files may be used for research purposes for future contract work.

Retention and Disposal Standards: General correspondence – ten years. ***TBS Registration:*** 000298 ***Bank Number:*** SLS PPU 150

Deed Files

Description: This bank contains information relating to property to be expropriated or purchased, appraisal report, name and address of person or firm from whom the property was obtained as well as a copy of the purchase document. The filing sequence being by document number with name of the seller appearing on the file cover. Access to this bank will require name, address and document number. ***Class of Individuals:*** Firms, individuals. ***Purpose:*** The purpose of this bank is to maintain information on the Corporation's acquisition of land, through expropriation or purchase, and any building that might be located thereon. ***Consistent Uses:*** The information is used for reference purposes. ***Retention and Disposal Standards:*** Files are retained indefinitely. ***TBS Registration:*** 000301 ***Bank Number:*** SLS PPU 165

Easement Files

Description: This bank contains information relating to granting of the easement, request for a privilege, name and address of person or firm granting or obtaining the easement, establishment of a fee as well as a copy of the document. The filing sequence is by document number with the name of the firm or individual appearing on the file cover. Access to this bank will require name, address and document number. ***Class of Individuals:*** Firms, individuals. ***Purpose:*** The purpose of this bank is to maintain information on the granting of easements to or from the corporation for such privileges as drainage purposes, powerline, pipeline and communication line crossing purposes. ***Consistent Uses:*** The information contained in this bank is used for reference purposes. ***Retention and Disposal Standards:*** Files are retained for three years after expiry of privilege involved. ***TBS Registration:*** 000302 ***Bank Number:*** SLS PPU 170

Lease, Licence Files

Description: This bank contains information relating to the property or services to be leased or licensed, request for lease or licence, name and address of person or firm leasing or licensing, appraisal report, establishment of amount of rental as well as a copy of the document. The filing sequence is by document number with the name of the lessee or licensee appearing on the file cover. Access to this bank will require name, address and document number. ***Class of Individuals:*** Firms, individuals. ***Purpose:*** The purpose of this bank is to maintain information on the leasing or licensing of land, buildings, office accommodation, parking facilities to or from the Corporation. ***Consistent Uses:*** The information contained in this bank is used for reference purposes. ***Retention and Disposal Standards:*** Twenty years after cancellation of privilege. ***TBS Registration:*** 000303 ***Bank Number:*** SLS PPU 175

Letters Patent Files

Description: This bank contains information relating to the request to purchase, authorization to sell, description of the property, appraisal report, sale price, name and address of purchaser, as well as a copy of the letters patent document. The filing sequence is by document number with the name of the purchaser appearing on the file cover. Access to this bank will require name, address and document number. ***Class of Individuals:*** Firms, individuals. ***Purpose:*** The purpose of this bank is to maintain information on the sale or conveyance of land, together with any building that might be located thereon, to individuals or firms. ***Consistent Uses:*** The information is used for reference purposes. ***Retention and Disposal Standards:*** Files are retained indefinitely. ***TBS Registration:*** 000304 ***Bank Number:*** SLS PPU 180

Professional Service Contract Files

Description: Files may contain an estimate of the total cost of the project, purchase requisitions and specifications, tender and contract documents, list of prospective tenderers, tenders submitted by suppliers, analysis of tenders submitted, documentation awarding the contract, a signed contract, correspondence and documentation for payment of the contract. The filing sequence is by contract number with a description of the contract work appearing on the file cover. Access to this bank will require name, address, contract number and description of the contract. ***Class of Individuals:*** Firms, individuals. ***Purpose:*** The purpose of this bank is to maintain information on the call and award of contracts for the supply of professional services such as consulting, engineering, design, legal and inspection services. ***Consistent Uses:*** These files may be used for research purposes for future contract work. ***Retention and Disposal Standards:*** General correspondence – ten years. ***TBS Registration:*** 000299 ***Bank Number:*** SLS PPU 155

Purchase Orders and Tender Files

Description: Files may contain a requisition for items, specifications or brochure describing the items, list of prospective tenderers, tenders submitted by suppliers, analysis of tender submitted, documentation awarding the purchase order, delivery follow-up and price escalation correspondence. Access to this bank will require name, address and purchase order number. ***Class of Individuals:*** Firms. ***Purpose:*** The purpose of this bank is to maintain information on the call and award of orders for the purchase or supply of commodities, materials and equipment. ***Consistent Uses:*** These files may be used as research for future purchase requirements. ***Retention and Disposal Standards:*** Five years. ***TBS Registration:*** 000297 ***Bank Number:*** SLS PPU 145

Service Contract Files

Description: Files may contain a requisition for the items, list of prospective tenderers, tenders submitted by suppliers, analysis of tenders submitted, documentation awarding the contract, and a signed contract. It should be noted that the filing sequence is numerical by contract number with a description of the contract work appearing on the file cover. Access to this bank will require name, address, contract number and description of the contract. ***Class of Individuals:*** Firms. ***Purpose:*** The purpose of this bank is to maintain information on the call and award of contracts for the supply of services such as security, grass cutting, reproduction, laboratory testing, snow removal, janitorial services, and courier and power supply services. *Consistent Uses:* These files may be used as research for future contract work. ***Retention and Disposal Standards:*** Five years. ***TBS Registration:*** 000300 ***Bank Number:*** SLS PPU 160

Suppliers' Files

Description: The bank contains letters of solicitation, names and addresses of firms or individuals and information or literature describing the services or products available from the suppliers. Access to this bank will require name and address. ***Class of Individuals:*** Individuals, firms. ***Purpose:*** The purpose of this bank is to maintain records on suppliers of services or products. ***Consistent Uses:*** The bank is used to select suppliers. ***Retention and Disposal Standards:*** Five years. ***TBS Registration:*** 000296 ***Bank Number:*** SLS PPU 140

Classes of Personal Information

Headquarters and Regional Operations

In the course of conducting the programs and activities of the Headquarters and Regional Operations Sections, Categories of personal information may be accumulated which are not contained in the specific personal information banks described in this entry. Such personal information includes reports completed by ships' captains or pilots as required, and reports by Authority employees making reference to ships' captains or pilots. Such reports are included on ship history files containing accident, incident, violation, inspection and delay reports on specific ships, stored as part of the general files where records are not normally retrieved by name of individual or other personal identifier. The files are used for reference purposes and the personal information contained therein could be used to assess liability. This form of personal information is normally retrievable only if specifics are provided concerning the name of the ship and date of occurrence of the event. The retention period for these classes of personal information is controlled by the records schedules of the general subject files in which they are stored.

Purchasing Section

In the course of conducting the programs and activities of the Purchasing Section, categories of personal information may be accumulated which are not contained in the specific personal information banks described in this entry. Such personal information includes surplus assets files containing information on the disposal of surplus materiel and equipment, including the declaring of surplus assets, the location of assets, the names and addresses of purchasers and pertinent sales documentation, stored as part of the general subject files where records are not normally retrieved by name of individual or other personal identifier. This class is maintained on a regional basis. This form of personal information is normally retrievable only if specifics are provided concerning the surplus declaration number and a description of the surplus assets. The retention period for surplus assets files is two years after disposal.

Manuals

The St. Lawrence Seaway Authority

Administration and Personnel

- Accident Prevention Manual
- Canada Labour Code
- Legal Affairs Procedures Manual
- Manuel d'uniformisation pour la présentation de la correspondance
- Personnel Manual
- Purchasing Manual
- Records Management Manual
- Regional Instructions
- Supervisory Group and Operations and Maintenance Collective Agreements

Engineering and Maintenance

- American Society for Testing and Materials
- Canada Building Code
- Canada Electrical Code
- Canada Labour Code
- Canadian Coast Guard Marine Contingency Plan, Central Region
- Canadian Institute of Steel Construction
- Canadian Standards Association
- Contracts Manual, Ministry of Transportation and Communications (Ontario)
- Drafting Manual
- Electrical Preventive Maintenance Manual
- Engineering and Design Standards
- Engineering Services Branch Coordinators Manual
- Engineering Services Branch Drafting Manual
- Inspection Procedures Manual
- Marine Emergency Plans
- Mechanical Maintenance Procedures
- Mechanical Preventive Maintenance Manual
- MPLAN (Maintenance Planning)
- Operations Manual
- Rigging Handbook
- S.L.S.A. Regional Marine Contingency Plan
- Standby Manual
- The Welland Ship Canal
- User's Manual – Maintenance Management Information System

Finance

- Accounts Receivable User's Manual
- Agent Code Manual
- Commodity, Port and Country Code Book
- Lloyd's Register of Ships
- Seaway Handbook
- Tolls and Statistics User's Manual

Operations

- Accident, Incident and Violation Reporting Procedures
- Clerk's Manual
- Operations Manual
- Operations Memoranda
- Regional Instructions
- Seaway Handbook
- Traffic Control Manual

Welland Canal Twinning Project Contractors' Association (now defunct)

- Contractors Association General Labour Relations

The Jacques Cartier and Champlain Bridges Incorporated

- Act Respecting Industrial Accidents and Occupational Diseases (Quebec)
- Canada Building Code
- Canada Electrical Code
- Canada Labour Code
- Canadian Standards Association
- Canadian Uniform Traffic Control Devices Manual
- Contract Administration for Project Managers Manual
- D.S.S. Customer Manual
- General Instructions on Highway Signalization, Quebec
- Preventive Maintenance Manual – Electricity
- Purchase Manual
- Quebec Highway Safety Code

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the St. Lawrence Seaway Authority and its various programs and functions may be directed to:

The St. Lawrence Seaway Authority
Information Officer
Constitution Square
360 Albert Street
Ottawa, Ontario
K1R 7X7

(613) 598-4600

The Seaway International Bridge Corporation Limited
Manager
P.O. Box 836
Cornwall, Ontario
K6H 5T7

(613) 932-6601

The Jacques Cartier and Champlain Bridges Incorporated
General Manager
Bienville Complex
1000 de Sérigny, Room 630
Longueuil, Quebec
J4K 5B1

(514) 651-8771

Reading Room

In accordance with the Access to Information Act, an area on the premises of each of the following institutions has been designated as a public reading room. The addresses are:

The St. Lawrence Seaway Authority
Ottawa Head Office
360 Albert Street
Ottawa, Ontario

Cornwall Headquarters
202 Pitt Street
Cornwall, Ontario

Eastern Region and Engineering Services Branch
Administration Building
St. Lambert Lock,
St. Lambert, Quebec

Western Region
508 Glendale Avenue
St. Catharines, Ontario

The Seaway International Bridge Corporation Limited
Administration Building
Cornwall Island
Cornwall, Ontario

The Jacques Cartier and Champlain Bridges Incorporated
Bienville Complex
1000 de Sérigny, Room 630
Longueuil, Quebec

Standards Council of Canada

Chapter 107

General Information

Background

The Standards Council of Canada (SCC) was established in 1970 by an Act of Parliament to foster and promote voluntary standardization in Canada as a means of advancing the national economy, benefiting the health, safety and welfare of the public, assisting and protecting consumers, facilitating domestic and international trade, and furthering international co-operation in the field of standards.

Responsibilities

The Council carries out its task through the National Standards System (NSS), a federation of accredited independent organizations concerned with standards writing, certification, and testing coordinated by the SCC. The system was created to provide a medium through which Canadian organizations involved in such activities may operate and co-operate to recognize, establish and improve standardization in Canada. It provides a comprehensive Canadian standardization capability to meet both national and international requirements and responsibilities.

The Council ensures effective Canadian participation in the work of the International Organization for Standardization (ISO), the International Electrotechnical Commission (IEC) and any other similar international organizations engaged in the formulation of voluntary standards. Both of these international agencies have as their objective the development of standards, with a view to facilitating international exchange of goods and services. ISO work is concerned with standardization in many disciplines, except for the electrotechnology field which is IEC's responsibility.

Legislation

- Standards Council of Canada Act

Organization

■ Standardization Branch

The Branch coordinates voluntary standardization activities among standards writing, certification and testing organizations, and maintains liaison with federal and provincial government authorities, industry and consumers. It assesses and recommends for accreditation organizations engaged in standards writing, certification or testing, and also reviews standards for acceptance as National Standards of Canada. The Branch is responsible for ensuring effective Canadian participation in the work of international standardization organizations and for programs of training and technical assistance to developing countries in the field of standardization.

■ Information and Sales Branch

The Information and Sales Branch is responsible for planning, developing and implementing activities and programs to ensure that the private and public sectors have ready access to national and international networks of information services on standards and standards-related activities. Information provided by the Branch may concern Canadian and/or foreign standards, specifications, technical regulations, codes, certification systems, standardization activities and other standards-related information. The Branch acts as the Canadian Enquiry Point, required by the Agreement on Technical Barriers to Trade under the General Agreement on Tariffs and Trade (GATT), and functions as the Canadian member of the International Organization for Standardization Information Network (ISONET). The Branch coordinates Canadian participation on the ISO Committee on Information (INFCO) and functions as the central information and referral agency for the Standards Information System of Canada (CANSIS).

The Branch is also responsible for the sale of standards published by the International Organization for Standardization (ISO), the International Electrotechnical Commission (IEC), and national standards published by approximately 91 member bodies of the ISO.

■ Communications Branch

The Communications Branch is responsible for Council's corporate communications program. Through its two divisions, Publications and Media Services, the Branch informs the general public and specialized audiences on Council's services and activities at the national and international levels.

Publications Division: Publishes the annual report and CONSENSUS, a quarterly journal. The division also produces general information brochures about the Council and its services, as well as specialized trade-related newsletters of particular interest to exporters, importers, manufacturers and government officials.

Media Services Division: Places advertising and public service announcements with various media, including print, television and radio to publicize the activities and services of Council. The division is also responsible for writing speeches, the production of audio-visual materials and for trade show exhibits.

■ Executive and Administration Branch

The Branch ensures the coordination of Council programs within budgetary limitations and verifies that all activities are in keeping with its objectives and procedures as set out in the Standards Council of Canada Act and by-laws. It provides administrative services for all Council staff. It also performs the planning, accounting and reporting functions for all of the Council. It is accountable for revenues and appropriations and is responsible for discharging Council's liabilities.

Information Holdings

Program Records

Certification and Testing

Description: Information on Council programs for the accreditation of certification organizations and accreditation of testing organizations; on participation on the International Organization for Standardization (ISO) Council Committee on Conformity Assessment and on the International Laboratory Accreditation Conference (ILAC). *Topics:* Accreditation of certification organizations; accreditation of testing organizations; advisory committees. ***Program Record Number:*** SDC ISB 010

Communications

Description: Information on Council's media relations; publications and general public relations programs. *Topics:* Administration, public service announcements, videos, news releases, seminars and conferences, displays, advertising, publications, brochures, newsletters, quarterly magazine, press clippings annual report, speeches and public enquiries. ***Program Record Number:*** SDC PRB 025

Education

Description: Academic liaison; lectures and seminars at colleges, universities, and annual academic conferences; publication of monograph series and posters; production of videos and slide presentations as instructional aids; management of technical slide library; administration of research funding program. *Topics:* Video productions; guest lecturer series; seminars at Canadian Vocational Association, Association of Canadian Community Colleges, Canadian Conference on Engineering Education; Metrology; SYMPOSIUM publications; National Standards System Poster; Research Contribution annual submissions. ***Program Record Number:*** SDC ISB 040

International Electrotechnical Commission

Description: Information on Canadian participation in the technical committee of the International Electrotechnical Commission (IEC) in developing international co-operation on standardization in electrical, electronics and telecommunications engineering and in the unification of national electrotechnical standards. *Topics:* Organization; policy; IEC technical committees; memberships; working documents; minutes of committee meetings; voting register of Canadian participation. ***Program Record Number:*** SDC ISB 035

International Organization for Standardization

Description: Information on Canadian participation in technical committee work of the International Organization for Standardization (ISO) to promote the development of international standards, to facilitate the international exchange of goods and services, and to develop co-operation in intellectual, scientific, technological and economic activity. *Topics:* Organization; policy; ISO technical committees; memberships; working documents; minutes of committee meetings; voting register of Canadian participation. ***Program Record Number:*** SDC ISB 030

Standards Activities

Description: Information on Council standards activities. *Topics:* Advisory committees; accreditation of standards-writing organizations; coordination of liaison among voluntary organizations in liaison; establishment of subject areas; assessment, acceptance and recommendation of standards as National Standards; liaison – organizations, provincial authorities; reference to standards in regulations; standards in government procurement; procedures for assessing implementation of international standards in Canada; consumer participation in standardization. ***Program Record Number:*** SDC ISB 015

Standards Information

Description: Information on national, regional, foreign and international standards, technical regulations, certification systems and other matters related to standardization. *Note:* The Branch develops and maintains computerized databases containing bibliographic data on Canadian standards, and standards referenced in federal government regulations. The Branch publishes a directory of Canadian standards for sale to the public. ***Program Record Number:*** SDC EIB 020

Standards Sales

Description: Information concerning the marketing, sales and distribution of national, foreign and international standards and other standards-related products. *Topics:* General information; sales policies and agreements, reproduction and copyright; marketing, promotion and advertising; meetings and sales conferences. ***Bank Number:*** SDC EIB 045

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Administration and Management Services

Audits

Budgets

Buildings and Properties

Finance

Procurement

Personal Information Banks

Applicant Inventory

Description: This bank contains unsolicited written applications for employment at the Standards Council of

Canada (SCC). The bank consists of resumés containing a variety of personal information and letters from SCC acknowledging receipt of applications. ***Class of Individuals:*** Members of the general public. ***Purpose:*** The records are used for reference when vacancies arise. ***Consistent Uses:*** To maintain a current inventory within SCC. ***Retention and Disposal Standards:*** The information is maintained for six months and then destroyed. ***TBS Registration:*** 003028 ***Bank Number:*** SDC PPU 010

Inventory of Assessors

Description: This bank contains personal information on assessors who are evaluating organizations applying for accreditation by the Standards Council of Canada. This information includes summaries of resumés, addresses, areas of specialization and a performance evaluation regarding performance during assessments. ***Class of Individuals:*** Individuals chosen by the Standards Council of Canada to act as assessors. ***Purpose:*** This information is held in order to maintain an inventory of possible candidates to act as assessors. ***Consistent Uses:*** To keep a record of the current address of the individual and a record of performance. ***Retention and Disposal Standards:*** To be determined and pending approval by the National Archivist. ***TBS Registration:*** 003033 ***Bank Number:*** SDC PPU 015

Jean P. Carrière Award

Description: This bank contains information on all candidates nominated for the Jean P. Carrière award. The information includes addresses, qualifications, education and experience, honors and awards, and membership in professional organizations. ***Class of Individuals:*** Individuals nominated for the Jean P. Carrière award. ***Purpose:*** The information is collected in order to determine a winner of the award. ***Consistent Uses:*** The information is used only for the purpose for which it was collected. ***Retention and Disposal Standards:*** To be determined and pending approval by the National Archivist. ***TBS Registration:*** 003031 ***Bank Number:*** SDC PPU 013

Mailing Lists

Description: This bank contains various mailing lists which include addresses, some of which are home addresses, and telephone numbers. ***Class of Individuals:*** Clients purchasing standards and related documents; potential clients; individuals receiving various Standards Council of Canada publications on a regular basis. ***Purpose:*** The purpose of these mailing lists is to maintain current addresses of individuals and organizations to whom Standards Council of Canada publications and purchased products are sent. ***Consistent Uses:*** The information is used in order to send the most recent version of all publications; to forward all purchased standards and to notify customers of new products. ***Retention and Disposal Standards:*** To be determined and pending approval by the National Archivist. ***TBS Registration:*** 003032 ***Bank Number:*** SDC PPU 014

Members of Council and Committees

Description: Information in this bank includes the currivulum vitae (or synopsis of), address, telephone and fax numbers of members; Orders-in-Council appointing members of Council; membership designation; correspondence and relevant information concerning members' employment. ***Class of Individuals:*** Members of Advisory Committees, Technical Committees, Sub-Committees, Working Groups and members of Council. ***Purpose:*** The information is compiled to determine the professional qualifications of individuals and their eligibility for membership on Council and the various committees. ***Consistent Uses:*** Some information is used to communicate with members such as forwarding documents concerning meetings. ***Retention and Disposal Standards:*** To be determined and pending approval by the National Archivist. ***TBS Registration:*** 003030 ***Bank Number:*** SDC PPU 012

Travel

Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel of employees. ***Class of Individuals:*** Employees, Council members, Advisory Committee and Sub-Committee members, international delegates and consultants. ***Purpose:*** To maintain information regarding travel of employees and others. ***Consistent Uses:*** To administer the travel function with respect to its approval as well as posting advances and claims. ***Retention and Disposal Standards:*** Records are kept for two years then sent to National Archives.SDC AFB 914, SDC AFB 915 ***TBS Registration:*** 003029 ***Bank Number:*** SDC PPU 011

Manuals

- CAN-P-1C Criteria and Procedures for Accreditation of Standards Writing Organizations
- CAN-P-2D Criteria and Procedures for the Preparation and Approval of National Standards of Canada
- CAN-P-3D Criteria and Procedures for Accreditation of Certification Organizations
- CAN-P-4B Accreditation Criteria and Requirements for Testing Organizations
- CAN-P-5A Into the Second Decade – The National Standards Systems of Canada
- CAN-P-6 Criteria for Canadian Voting on Draft International Standards
- CAB-P-1001B Preparation and Submission of Standards for Approval as National Standards of Canada
- CAN-P-1002 Conversion of Standards: Expression of Measurement, Identification of SI Standards and Continued Availability of Yard/Pound Standards
- CAN-P-1004B Procedures for Canadian Adoption of International and Foreign Standards
- CAN-P-1005A Harmonization of Canadian National and Canadian International Standards Work and Management of Committees Involved in Harmonized Work
- CAN-P-1006A Procedures for the Recognition of Primary Responsibility for Subject Areas
- CAN-P-1007A Guide on Referencing the Verification of Conformance in Standards

- CAN-P-1008 Supplementary Procedure for Developing Quality Assurance Documents
- CAN-P-1009A Procedure for Liaison with the Government Master Construction Specification Organization
- CAN-P-1010 Guidelines for the Preparation of Standards Intended for Incorporation by Reference in Codes and Regulations
- CAN-P-1012A Glossary of Common Administrative Terms Used in Standardization Activities
- CAN-P-1013 Directory of Recognized Subject Areas
- CAN-P-1014 Incorporation of Standards by Reference in Regulations – Guidelines for Regulatory Authorities
- CAN-P-1015 Procedures for Processing a Request to Prepare a National Standard of Canada
- CAN-P-1500D Guidelines for the SCC Accreditation Program for Certification Organizations
- CAN-P-1505A Directory of Accredited Certification Organizations
- CAN-P-1510B Guidelines for Preparing an Application for Accreditation: National Accreditation Program for Testing Organizations
- CAN-P-1512 Guidelines for an Assessment: National Accreditation Program for Testing Organizations
- CAN-P-1525 Manual of Procedures, Canadian Participation in ISO/CERTICO
- CAN-P-1550 Directory of Accredited Testing Organizations
- CAN-P-1600 Manual of Procedures, Canadian Participation in ISO/COPOLCO
- CAN-P-2004 to 2010 Canadian National Committee of the International Electrotechnical Commission – Responsibilities and Procedures
- CAN-P-2011 to 2017 Canadian National Committee on the International Organization for Standards – Responsibilities and Procedures
- Financial Administration Act and Regulations
- Financial Signing Authorities

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Information about the Standards Council of Canada, its policies and programs may be obtained by calling or writing to:

Standards Council of Canada
Public Relations Division
Suite 1200, 350 Sparks Street
Ottawa, Ontario
K1P 6N7

(613) 238-3222

The Standards Information Service can be reached by calling or writing to:

Standards Council of Canada
Standards Information Service
Suite 1200, 350 Sparks Street
Ottawa, Ontario
K1P 6N7

1-800-267-8220 (Toll Free)

Reading Room

The library of this institution has been designated as a public reading room under the Access to Information Act. The address is:

350 Sparks Street,
Ottawa, Ontario.

(Hours: 08:00 to 17:00 eastern standard time)

Statistics Canada

Chapter 108

General Information

Background

Statistics Canada collects and provides statistical information on the characteristics and behaviour of Canadian households, businesses, institutions and governments for research, policy development, program administration, decision-making and general informational purposes. This is done under the authority of the Statistics Act which prohibits the disclosure of identifiable information to anyone but the individual person, business or organization concerned.

The statistical information banks maintained by Statistics Canada contain some personal information that has been obtained from a variety of sources. Information is collected directly from the individual through the censuses of population and agriculture, from sample surveys such as surveys on income and expenditure, labour force surveys and special surveys. It is also collected through certain formal agreements the agency has entered into with large social institutions and various levels of Canadian governments. These arrangements give Statistics Canada access to administrative records for the purpose of extracting data on the client populations of the institutions of Health, Education and Justice and on the activities of the population as it comes in contact with the state (e.g., the registration of births, deaths and marriages).

One of the most important of these agreements is one Statistics Canada has with Revenue Canada (Taxation) to access taxation returns for statistical purposes, thus allowing the use of an administrative file of the federal government containing a wealth of information on the socio-economic fabric of the Canadian population. The accessing of taxation records has allowed Statistics Canada to exempt many respondents, particularly small businesses, from the filing of regular questionnaires.

Information banks maintained by Statistics Canada are largely automated. Since records in these banks are meant to be used for statistical purposes and not for administrative purposes, they are rarely classified by name. In fact, few data banks contain names. Some banks are organized by a unique identifier, be it a number assigned by Statistics Canada, a number assigned by the administrative source, such as a registration number, or the social insurance number. Records in other banks are classified geographically, or by the name of the company. It should be noted that many of the statistical data banks contain only a sample of the population. To locate a statistical record, Statistics Canada will require, in most cases, not only an identifier, but additional information such as the time period in which an individual has responded to a survey, or his/her street address, or his/her industry sector.

Responsibilities

The mandate and program objectives of Statistics Canada are: to collect and publish in impersonal formats statistical information on the characteristics and behaviour of Canadian households, businesses, institutions and governments for research, policy development, program administration, decision-making and general informational purposes; to collaborate with other participants in the broader national statistical system in extending the system's scope, usefulness and use; and to provide leadership, professional expertise and coordination in such efforts.

Legislation

- Corporations and Labour Unions Returns Act (CALURA), 1962, c. 26
- Statistics Act, R.S.C. 1985, c. S19

Organization

■ Office of the Chief Statistician of Canada

The Chief Statistician is a deputy of the Minister Responsible for Statistics Canada. The Chief Statistician advises on matters pertaining to statistical programs of the departments and agencies of the Government of Canada, and confers with such departments and agencies to that end. The Chief Statistician supervises generally the administration of the Statistics Act and controls the operations and staff of Statistics Canada.

■ Departmental Secretariat

The Departmental Secretariat serves as the principal focal point for liaison with the Minister Responsible for Statistics Canada, other ministers, and members of Parliament generally. In support of the Minister, the Departmental Secretariat processes correspondence, deals with parliamentary returns, responds to oral and written questions and prepares briefing material on issues relating to Statistics Canada's programs and policies.

Its other functions include providing staff support to the Chief Statistician and the Policy Committee, as well as liaising with various management committees. The Departmental Secretariat is also responsible for review and control of official government documentation.

Social, Institutions and Labour Statistics Field

The Social, Institutions and Labour Statistics Field conducts a wide range of statistical programs dealing with virtually all aspects of the social, institutional and labour market characteristics and activities of Canadians.

The Field is headed by an Assistant Chief Statistician with responsibility for census and demographic statistics, institutions and social statistics, labour and household surveys, and justice statistics.

■ Census and Demographic Statistics Branch

This Branch conducts a program of censuses, surveys and related activities designed to provide comprehensive social and demographic statistics on the Canadian population. It includes the Census Operations Division, the Housing, Family and Social Statistics Division, and the Demography Division.

Census Operations Division: Responsible for the planning, development and implementation of all production-related operations of the periodic decennial and quinquennial censuses of population, Canada's national inventory of key socio-economic phenomena.

Housing, Family and Social Statistics Division: Responsible for the housing, family and social variables produced by the census, the General Social Survey, and conducting research and analysis of census data and other survey and administrative data. It publishes reports on the socio-economic characteristics of the population and subsets of the population.

Demography Division: Responsible for the following four areas: (i) population estimates; (ii) population, household and family projections; (iii) census and survey related activities; and (iv) developmental and analytical research.

■ Labour and Household Surveys Branch

This Branch conducts statistical programs of household surveys such as the Labour Force Survey, the surveys of income and expenditure, and establishment-based surveys of employment. It includes the following divisions: Household Surveys, Labour and Household Surveys Analysis, and Labour.

Household Surveys Division: Responsible for a number of household surveys, including the monthly Labour Force Survey, and for the special surveys program, which provides a capacity to develop and carry out occasional or ad hoc household surveys.

Labour and Household Surveys Analysis Division: Provides resources for the content, analysis and evaluation of income and labour market related data, including data on labour force status, occupation, industry, individual and family income and expenditure.

Labour Division: Responsible for producing a wide range of labour data from surveys and administrative records. In addition, information is produced on pension plans, the operation of the Unemployment Insurance Act, Help-Wanted Index, Work Injuries and Labour Income.

■ Institutions and Social Statistics Branch

This Branch is responsible for the collection, production analysis and dissemination of socio-economic statistics related to justice, health, education, culture and tourism, and public institutions, which are required for decision-making and research in both the public and private sectors. It consists of the Canadian Centre for Health Information, the Education, Culture and Tourism Division and the Post-Censal Surveys Program.

Canadian Centre for Health Information: Responsible for the production of statistics on the health of the Canadian people, the occurrence of illnesses, the distribution and cost of health care and treatment in Canadian hospitals and special care facilities, vital statistics (births, deaths, marriages and divorces).

Education, Culture and Tourism Division: Responsible for the Education Statistics, Culture Statistics, and Travel and Tourism Programs, and for the Projections and Analysis Section.

Post-Censal Survey Program: Undertakes surveys immediately following a Census, using information from the Census questionnaire to identify who should be sampled in the new survey. For each individual selected for a post-censal survey, the Census information is added to the new survey information base.

■ Canadian Centre for Justice Statistics

This is a federal-provincial initiative dedicated to national statistics and information on the justice system in Canada. Established in 1981, the Centre is responsible for producing information on the extent and nature of crime and the administration of criminal and civil justice in Canada.

National Accounts and Analytical Studies Field

This Field is responsible for providing a set of macroeconomic series within the five complex frameworks of the Canadian System of National Accounts. It provides a broad band of research and analysis intended to animate society's perception of social and economic behaviour, and undertakes research and development of statistical techniques. The Field is headed by an Assistant Chief Statistician with responsibility for the system of national accounts and analytical studies.

■ System of National Accounts Branch

The System of National Accounts provides a conceptually integrated framework of statistics and analysis for studying the state and behaviour of the Canadian economy. The accounts are centred on the measurement of activities associated with production of goods and services, and the sales of goods and services in final markets. The Branch includes the following divisions: Environment and Wealth Accounts, Income and Expenditure Accounts, Industry Measures and Analysis, Balance of Payments, Input-Output and Public Institutions.

Environment and Wealth Accounts Division: Responsible for the conceptual and statistical integration of statistics within the System of National Accounts. It is responsible for research on the restructuring and extension of the Canadian System of National Accounts and dovetailing this work with the re-examination of the accounts which is taking place at the international level. It is also responsible for the development of a core set of statistics relevant for environment analyses and assessment of the national state of the environment.

Income and Expenditure Accounts Division: Provides quarterly and annual estimates of the national and provincial output of goods and services by expenditure category and also by type of income generated in the production process. It also provides a picture of the key economic processes of production, income generation, sales to major markets, consumption, and capital formation.

Industry Measures and Analysis Division: Produces monthly, quarterly and annual measures of the constant price value of Gross Domestic Product by industry for Canada, the provinces and territories.

Balance of Payments Division: Prepares Canada's Balance of Payments, i.e. current and capital account transactions between Canada and other countries (including movements in Canada's official monetary reserves) and on Canada's international investment position.

Input-Output Division: Develops annual input-output tables for Canada and interprovincial input-output tables together with foreign trade on an occasional basis, structural economic models of the Canadian and Provincial economies, and labour productivity measures for the industries of the business sector.

Public Institutions Division: Collects information on and conducts annual and quarterly analyses of financial transactions including expenditures, revenues, assets and liabilities, and employment of federal, provincial and local governments, and their enterprises, boards and commissions, as well as specific series on federal and provincial social security data.

■ Analytical Studies Branch

This Branch is responsible for the integration, analysis and interpretation of data collected both within the agency and elsewhere, to describe, draw inferences and make deductions about the nature of Canadian society. As well, it is responsible for the development of new and improved techniques for the statistical analysis and interpretation of socio-economic data sets. It includes the following Divisions: Family and Community Support Systems, Social and Economic Studies, Business and Labour Market Analysis and Demolinguistics.

Family and Community Support Systems Division: Provides social-scientific analysis of data relating to trends and patterns of important variables pertaining to support programs on informal support networks for key population groups in Canadian communities as well as assistance to users of such data.

Social and Economic Studies Division: Its role is to conduct analysis as well as to stimulate, support and integrate analytic work throughout Statistics Canada. It is also responsible for facilitating the utilization of social and economic data files.

Business and Labour Market Analysis Program: Its goal is to conduct analysis and data development in two major areas: business/industry and labour market. This is done by using a combination of survey data and administrative data, often involving the linkage of data sources in order to obtain enriched data sets for analytical purposes.

Demolinguistics Division: Carries out the verification, processing, dissemination and analysis of demolinguistic data from the census as well as the exploitation of survey data pertaining to the situation of language and language groups. It analyses the quality of demolinguistic data and carries out the planning and development of questions pertaining to language in the census and in certain surveys.

Business and Trade Statistics Field

This field produces a wide range of monthly, quarterly and annual statistics on manufacturing, primary industries, transportation, communications, computing, construction, agriculture, merchandising services, external trade, prices, business finance, science and technology, small business, public finance, Corporations and Labour Unions Returns Act (CALURA), regional industrial structure and related areas. It is headed by an Assistant Chief Statistician with responsibility for the Industry, Trade and Prices Statistics and Resources, Technology and Services Statistics branches.

■ Industry, Trade and Prices Statistics Branch

This Branch is responsible for planning, directing, coordinating and controlling the activities of subject-matter divisions to ensure the provision of statistical information and advice to governments, private organizations and institutions. It includes the following divisions: Industry, Transportation, International Trade and Prices.

Industry Division: Conducts annual Surveys of Manufacturers and Forestry, annual surveys of the mineral fuels, pipeline and utility industries, as well as current surveys of these areas to produce a range of cost structure information, material input and commodity output and employment data. It produces annual measures of construction industry activity and collects data on the retail and wholesale trade sectors.

Transportation Division: Collects, publishes and makes available statistics on air, rail, road and water transportation industries and on related traffic and infrastructures.

International Trade Division: Responsible for the compilation, analysis and dissemination of Canada's merchandise export and import statistics and related price and volume indices.

Prices Division: Provides information on retail (consumer) prices, living costs, and manufacturer, raw material and construction price indexes, as well as a number of indexes relating to capital expenditures.

■ Resources, Technology and Services Statistics Branch

This Branch is responsible for planning, directing, coordinating and controlling the activities of the subject matter divisions to ensure the provision of statistical information and advice to governments, private organizations and institutions. This Branch includes the following divisions: Services, Science and Technology, Industrial Organization and Finance, Agriculture, Investment and Capital Stock, and Small Business and Special Surveys.

Services, Science and Technology Division: Responsible for the development of an integrated and comprehensive program of statistics on services, science and technology, and communications.

Industrial Organization and Finance Division: Produces corporate financial statistics, corporate taxation statistics, and financial statistics of labour unions. It also administers the Corporation and Labour Unions Returns Act (CALURA).

Agriculture Division: Produces information on the supply of agricultural commodities (production and inventory levels), the resources employed to produce these commodities (land and capital) and the returns to farmers arising out of production.

Investment and Capital Stock Division: Provides a focus for the collection, analysis and publication of statistics relating to investment activities.

Small Business and Special Surveys Division: Determines and satisfies the needs for data about and required by small business. Its purpose is also to carry out special surveys relating to business and trade statistics on a cost-recovery basis.

Informatics and Methodology Field

This field ensures that the statistical methodology used by all surveys is sound and statistically efficient, and provides leadership for and management of information processing in Statistics Canada. It is headed by an Assistant Chief Statistician with responsibility for Informatics, Classification Systems and Methodology.

International and Professional Relations Division: Coordinates Statistics Canada's contacts with the statistical offices of other countries and international organizations, such as the United Nations, its specialized agencies and regional economic commissions; the Organisation for Economic Co-operation and Development; the European Communities; the International Statistical Institute; and so on. It provides policy advice on international matters to senior departmental management; co-ordinates the work required for fulfilling international obligations, such as representation at intergovernmental meetings and data reporting; manages the department's International Technical Assistance Program; and maintains contact on behalf of the department with the Department of External Affairs and the Canadian International Development Agency. The division's responsibilities also include co-ordination of the department's relations with professional societies; the co-ordination of the department's advisory committees; the management of the department's Research Fellowship and Internship Program; and the administration of the department's approval system for foreign and non-operational domestic travel.

■ Informatics Branch

This Branch provides electronic data processing (EDP) services to Statistics Canada. The headquarters staff, in conjunction with other members of the Branch, is responsible for the formulation of policies relating to EDP and managing overall branch activities. It also coordinates relations with the users of various systems and data processing services. The Branch provides the chairman and secretariat services for the executive sub-committee on EDP. It includes the System Development Division, the Informatics User Services Division and the Main Computer Centre.

System Development Division: Responsible for the planning, design, development, support and maintenance of specific applications of EDP systems for particular users.

Informatics User Services Division: Provides to end-users of informatics a comprehensive interface for the full range of the Informatics Branch services. In particular, the Division assists end-users in planning for EDP resources, provides training in all aspects of using informatics resources, provides support for end-user EDP equipment such as microcomputers, workstations and communications services, and is responsible for EDP security.

Main Computer Centre: Responsible for the provision of large-scale computer and mini-computer services to Statistics Canada, including data storage facilities for the agency's EDP data.

■ Classification Systems Branch

This Branch develops and promulgates classification systems; standardizes economic, social and geographic concepts; develops, enhances and maintains the business register as a major integration instrument of survey-taking; and is responsible for the exploitation of taxation and other administrative data. It includes the Geography Division, the Business Register Division and the Standards Division.

Geography Division: Provides the geographic and cartographic infrastructure and analysis to support the National Statistical System. As well, the Division performs the roles of a service area and a centre of expertise in the application of computerized techniques to geography and cartography.

Business Register Division: Responsible for the development and maintenance of a central register of firms and their constituent establishments for purposes of statistical collections. It is also responsible for accessing and transcribing statistical data from Revenue Canada Taxation records to supplement or replace data collected by survey, and for maintaining a tax database.

Standards Division: Develops standard classifications, monitors their implementation, and establishes official concordances between international and Canadian classifications. It standardizes economic and social concepts, and provides a system of comprehensive documentation for all surveys conducted in Statistics Canada.

■ Methodology Branch

This Branch plans, organizes and directs the work of the divisions and staff engaged in the development, implementation, analysis and evaluation of the statistical methodology underlying all of the programs of the agency. It is also involved in reviewing the paper burden imposed on businesses by federal government departments and agencies for the collection of information. The Branch includes the Federal Information Collection Group as well as the following divisions: Social Survey Methods, Business Survey Methods, Small Area and Administrative Data, and Time Series Research and Analysis.

Social Survey Methods Division: Comprised of centralized methodology groups, is responsible for achieving the most effective balance between the cost of data collection and the quality of statistical output, and for focusing research and development efforts.

Business Survey Methods Division: Responsible for methodological services to business and agricultural surveys, and for quality control services. It is also responsible for research and development on problems related to survey design and analysis of survey data.

Small Area and Administrative Data Division: Studies and develops methods and approaches to explore the statistical potential of administrative data files from other federal or provincial institutions for small area social statistics. It is also responsible for the development and dissemination of social, economic and demographic statistics and indicators for sub-provincial geographic areas.

Time Series Research and Analysis Division: Organized as an applied research group. Its objective is to improve the quality of seasonal adjustments of economic time series and the analysis of the evolution of seasonality in the Canadian economy.

Communications and Operations Field

This Field provides a full range of external communication functions, including respondent, user, media and international relations. It also administers the central and regional operational functions essential to the conduct of the agency's statistical programs, including regional data collection and processing activities, marketing, publishing and electronic data dissemination. This Field is headed by an Assistant Chief Statistician with responsibility for the Marketing and Information Services, Surveys and Regional Operations Branches.

■ Marketing and Information Services Branch

This Branch is responsible for the activities which design and organize the information products of the agency to service the needs of its various clients at the federal, provincial and municipal government levels, and in the public and private sectors. It includes the following Divisions: Communications, Publications, and Electronic Data Dissemination.

Communications Division: Promotes effective communications between Statistics Canada and its publics. The Division coordinates the release of the Agency's information to the public, notably through the "Daily/Le Quotidien" (the Agency's official release publication) and provides communications planning, environmental monitoring, media relations, client relations and respondent relations support to Agency programs. In addition, the Division provides assistance with public consultations and coordinates of federal-provincial consultative system. Publishing of information products, such as the "Annual Report", the "Canada Year Book", "Infomat" and "Overview/Vue d'ensemble", is another major responsibility. Through the employee newsletter, "SCAN", and a special events program, the Division contributes to internal communications in the Agency. Finally, Communications Division maintains and improves the overall quality of communications at Statistics Canada by providing editorial services and writer training.

Publications Division: Responsible for the publishing and marketing of the Department's catalogued publications.

Electronic Data Dissemination Division: Responsible for the development and operation of techniques and mechanisms to foster the public access to Statistics Canada's information through electronic means.

■ Surveys Branch

This Branch is responsible for analyzing, evaluating and reviewing all statistical operations; and for managing the integrated headquarters operations. It also develops and implements approaches and strategies for integrating operations and services throughout the agency, including the regionalization of operational activities, and manages and coordinates related production support services. It includes Administrative Support Services Division, the Operations and Integration Division and the Operations Research and Development Division.

Administrative Support Services Division: Involved in four main areas: records management, distribution of data collection material, publications and general correspondence, materiel management and facilities management.

Operations and Integration Division: Responsible for the planning and management of the operations for more than 180 surveys conducted centrally and for the data capture of many more documents, as well as the planning of the integration and regionalization of all surveys of Statistics Canada as approved by the management of Statistics Canada.

Operations Research and Development Division: Its primary mission is to initiate and manage a program of research and development designed to improve efficiency, effectiveness, and job satisfaction with potential application to the Operations and Integration Division and other operational entities in Statistics Canada.

■ Regional Operations Branch

This organization is responsible through a headquarters staff and a network of regional offices for survey data collection, primary processing and editing, for the provision of statistical information and advice at the regional level, and for related user respondents and community relations. Regional offices are located in St. John's, Halifax, Montreal, Toronto, Sturgeon Falls, Winnipeg, Regina, Edmonton, Vancouver and Calgary. The Branch includes the Survey Operations Division and the Advisory Services Division.

Survey Operations Division: Responsible for researching, costing, developing, delivering and evaluating data collection and data capture procedures and training in cooperation with client divisions and several external departments. The Division provides services in the areas of project management, operations research and analysis, organization and methods of data collection, financial control, logistical support, data capture and operations audit and evaluation.

Advisory Services Division: Responsible for the provision of inquiries, research and consultation, user education and sales services in Regional Reference Centres across the country and through the Statistical Reference Centre in Ottawa.

Management Services Field

This Field organizes and coordinates internal management services, including the development and implementation of all management policies and systems within the agency and the assessment of the efficiency and effectiveness of these programs. It is headed by an Assistant Chief Statistician with responsibility for Management Practices, Operational Planning and Finance, and Personnel.

Corporate Assignments Division: Responsible for a human resource development and deployment program the principle operational mechanism of which is the temporary assignment of indeterminate employees from their "home jobs" to temporary assignments which range in length from three months to two years. Assignments arranged by this program can be within or without Statistics Canada. Principle objectives of the program are: (a) attraction and retention of high quality employees; (b) development of individual employee capacities to the maximum; (c) deployment of overall human resources in an efficient manner; (d) improvement of human relations; (e) improvement of organizational relations between sub-units of the department and between this department and other departments, agencies, etc.

Data Access and Control Services Division: Serves as a departmental focal point for matters relating to the confidentiality of the information collected by Statistics Canada, departmental security, information management, statistical agreements, record linkages for statistical purposes and the implementation of Treasury Board's Management of Government Information Holdings Policy and Statistics Canada's Policy on Informing Survey Respondents. It also administers services pursuant to the Access to Information Act and the Privacy Act.

■ Management Practices Branch

This Branch is responsible for developing good management systems to support the agency's managers in achieving departmental objectives and for ensuring that management practices identified by the Office of the Comptroller General are carried out. It includes the following divisions: Internal Audit, Program Evaluation, and Corporate Planning and Management Systems.

Internal Audit Division: Provides a systematic and independent review of all operations for purposes of advising Statistics Canada's management on the efficiency, effectiveness and economy of management.

Program Evaluation Division: Responsible for evaluating Statistics Canada's programs to assess the continued relevance of their objectives, and for investigating alternatives that might achieve the objectives in a more cost-effective manner.

Corporate Planning and Management Systems Division: Responsible for ensuring the continued effectiveness of the Agency's planning system, for assisting senior management in developing and assessing corporate planning directives and priorities, and in formulating alternative strategic and operational plans.

■ Operational Planning and Finance Branch

This Branch is responsible for determining the financial resources required by Statistics Canada and supervising the Agency's expenses. The Branch is also responsible for operations related to program and financial planning, financial services, and management information systems. It includes the Financial Policies and Systems Division, the Financial Operations Division, and the Operational Planning and Programming Division.

Financial Policies and Systems Division: Responsible for the development, design, implementation and review of departmental financial policies, systems and procedures.

Financial Operations Division: Responsible for the accounts office, which retains records on all expenditure and revenue transactions, the financial management information system (REMAPPS), recoverable projects accounting, contract administration, and general accounting services.

Operational Planning and Programming Division: Responsible for the management of the departmental operational planning system and the preparation of a multi-year operational plan and current year work planning processes and associated budgets.

■ Personnel Branch

This Branch is responsible for assisting management in obtaining, deploying, developing and retaining the staff necessary to execute Statistics Canada's responsibilities. It is also responsible for ensuring fair and equitable treatment of individual employees. It includes the following Divisions: Personnel Operations, Personnel Policies, Official Languages, and the Employee Assistance Program.

Personnel Operations Division: Responsible for operations in the areas of classification, recruitment, promotions, redeployment, language identification of positions, staff relations, and pay and benefits administration.

Personnel Policies Division: Responsible for the development, implementation and ongoing operations of personnel policies and programs related to employment equity, human resources planning, training, human resource development, work design, staff relations, occupational safety and health, classification, staffing, and the personnel information system.

Official Languages Division: Responsible for developing departmental guidelines on official languages, providing information and advice to managers on the requirements of the Official Languages Act and on the implementation of related policies and programs in their respective areas, providing information to employees in general of their rights and obligations regarding official languages, planning language training of employees, and administering language tests.

Employee Assistance Program: Responsible for providing confidential health assistance and advice to employees, and disseminating information on the various social agencies available to provide service to employees.

Information Holdings

Program Records

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Office of the Chief Statistician

Departmental Operations

Description: Records relating to the overall functions of the Department. *Program Record Number:* STC OCS 005

Business and Trade Statistics Field

Air Transport

Description: Records related to the movement of aircraft passengers, mail and cargo by air and to the activities of air carriers operating in Canada. These data are produced by the Aviation Statistics Centre, a Statistics Canada satellite co-located with the National Transportation Agency of Canada. *Topics:* Air carrier financial and operational statistics; air traffic at Canadian airports; volume of mail and cargo; origin and destination of scheduled air passengers travelling within Canada, between Canada and the United States and internationally; international and domestic air charter statistics; airport activity and traffic flow; fare type statistics; aircraft utilization. *Storage Medium:* Material held on magnetic tape, and some data available on CANSIM. User summary tapes and special tabulations can be produced and are available directly from the Transportation Division. *Program Record Number:* STC TRA 395

Business and Trade Statistics Field Operations

Description: General operations relating to the overall functions of the Field. *Program Record Number:* STC BTS 305

Business Finance and Taxation

Description: Records related to financial and taxation data of all corporations and financial institutions operating in Canada. *Topics:* Corporate financial statistics – assets, liabilities, shareholder's equity, revenues, expenses, profits and retained earnings; corporate taxation statistics – provincial allocation of taxable income, income taxes payable, and reconciliation of profits to taxable income. *Program Record Number:* STC IOF 435

Capital Expenditures

Description: Records related to capital and related expenditures on new construction and new purchased machinery and equipment repair work on structures and on machinery. *Topics:* Provincial capital and related expenditures by industry and a breakdown of private and public investment. *Program Record Number:* STC SCT 475

Capital Stock

Description: Records related to the value of fixed assets and their degree of utilization in the manufacturing sector. *Topics:* Series on capital stocks and depreciation in both current and constant dollars by industry and province; and series on capacity utilization rates for manufacturing industry groups. *Program Record Number:* STC SCT 470

Census of Agriculture

Description: Records related to recurring five-year and ten-year censuses of agriculture; records related to the linkage of the Census of Population with the Census of Agriculture. *Topics:* Numbers of farms; areas; tenure; crops; livestock; farm machinery; hired agricultural labour; off-farm work by operators; capital value and type of organization; entrants to and exiters from farming occupation; expenses and sales; operators' age, sex, marital status, mother tongue, occupation, industry, labour force activity, total income and income sources, level of schooling. *Storage Medium:* Census of Agriculture data are available in a variety of forms – printed volumes, graphic presentations, summary file on tape, diskette or paper and special tabulations. *Note:* Most information is available from the Publications Sales and Services Section. User summary tapes and special requests are handled directly by the User Services Section of the Agriculture Division. *Program Record Number:* STC AGR 445

Communication – Radio, Television, Cable Television, Telecommunication

Description: Records related to financial statements of enterprises; salaries, wages, number of employees and operating data specific to each industry. *Topics:* Licensed radio and television stations, including the CBC and other national and regional networks; cable television systems and Canadian telecommunication carriers . *Program Record Number:* STC SST 430

Construction Industry

Description: Records related to the construction industry, including revenues, inventories, principal direct and overhead costs and other operating data by type of contractor. *Topics:* Type of construction; total value of construction; repair work; labour content; construction contracting industries – mechanical, electrical, highway, road, street, bridge, general non-residential, general residential, heavy engineering and special trades. ***Program Record Number:*** STC IND 370

Corporations and Labour Unions Returns Act (CALURA)

Description: Records related to financial data and ownership of corporations, and to financial statements and membership data of labour unions. ***Topics:*** Corporate statistics – country of control, assets, sales, profits and taxable income; directory of intercorporate ownership; labour unions – financial statistics, number of locals, members and collective agreements. ***Program Record Number:*** STC IOF 440

Crops

Description: Records related to area measurements and seeding intentions; measurements of yield, production, stocks and value of production for most crops grown in Canada. ***Topics:*** Field crops; grain marketing; horticulture; per capita food disappearance. ***Storage Medium:*** Some material held on microfiche. ***Program Record Number:*** STC AGR 450

Current Investment Indicators

Description: Records related to building permits and housing starts and completions, capital expenditures and fixed assets in housing. ***Topics:*** Number and value of building permits issued by municipalities; number of new dwelling units by type; value of residential, commercial, governmental and institutional building construction; housing starts and completions; housing stock; construction activity indicators. ***Program Record Number:*** STC SCT 480

Data Processing Coordination

Description: Records related to the coordination of data processing activities, the development of general systems and the overall support of data processing and electronic communications in Agriculture Division. ***Program Record Number:*** STC AGR 462

Electrical Equipment

Description: Records related to the production of electrical products. ***Topics:*** Household appliances; electrical industrial products; other electrical products; electrical machinery, equipment and supplies; electronic equipment; computer services; computer equipment and related services. ***Program Record Number:*** STC IND 350

Energy

Description: Records related to electricity, mineral fuels and pipelines. The statistical programs are carried out in collaboration with other government agencies such as the Department of Energy, Mines and Resources, the National Energy Board, the Petroleum Monitoring Agency, and various provincial departments. ***Topics:*** Supply and disposition of solid fuels, liquid fuels, gas, electricity and renewable energy forms; financial and operating statistics in respect of energy industries and pipelines. ***Program Record Number:*** STC IND 315

Exports and Imports

Description: Records related to exports and imports. ***Topics:*** Exports and imports according to the Harmonized System on a custom basis by quantity and value; by commodity; by country. Exports by province of origin. Imports by province of clearance. Import and export price and volume indexes. Seasonally adjusted import and export data on a balance of payments basis. ***Storage Medium:*** Tape, publication, microfiche, diskette. Some data on CANSIM. ***Program Record Number:*** STC INT 410

Farm Income and Prices

Description: Information related to farm income, prices and farm finance. ***Topics:*** Farm cash receipts; farm expenses; net farm income; value added accounts; government program payments paid to agricultural producers; inventory changes; farm prices and indexes; farm debt; value of farm capital; value per acre of farm land and buildings. ***Storage Medium:*** Information in this area is available in a variety of forms including CANSIM, publications and special tabulations. ***Note:*** Publications are available from the Publications Sales and Services Section. Diskettes, user summary tapes and special requests are handled directly by the Farm Income and Prices Section. ***Program Record Number:*** STC AGR 455

Farm Register

Description: Records related to the maintenance of the master mailing list for surveys in the Agriculture Division. ***Program Record Number:*** STC AGR 464

Food, Beverages and Tobacco

Description: Records related to the production and processing of food, beverages and tobacco. ***Topics:*** Soft drinks; grain millings; oils; fats; bakery products; poultry products; meats; cigarettes, cigars and cut tobacco; process cheese; instant skim milk powder; tea; coffee; cocoa; breweries; distilleries; wineries; dairy products; confectionery; feeds; fish products; fruits and vegetable canning; flour and breakfast cereal products; sugar. ***Program Record Number:*** STC IND 320

Industrial Prices

Description: Records related to the measurements of price movements in the production and distribution of commodities and services. ***Topics:*** (a) Selling price indexes: manufacturers' selling price indexes; contractors' selling price indexes for a limited number of construction activities; electricity selling price indexes; (b) selected purchase price indexes: special purpose indexes for capital expenditures; machinery and equipment, by industry of purchase; raw materials price indexes, including data for imported as well as domestically produced goods, farm input price indexes; thermal coal price index. ***Storage Medium:*** Some material held on microfilm. ***Program Record Number:*** STC PRI 420

Integrated Agriculture Survey System

Description: Records related to managing the development of a new processing system for the National Farm Survey and related vehicles, and coordinating the integration of data collection in Agriculture Division. ***Program Record Number:*** STC AGR 461

Leather

Description: Records related to the production and consumption of leather. *Topics:* Footwear; leather tanneries; shoe factories; boot and shoe findings. *Program Record Number:* STC IND 325

Livestock and Animal Products

Description: Records related to livestock and poultry inventories, production of meats and animal products; wool production; fur production; egg production; dairy statistics; stocks of food in cold storage. *Topics:* Inventories of classes of cattle, pigs, sheep and poultry; births; deaths; stocks in cold storage; dairy products; fur; eggs; livestock slaughter; wool. *Storage Medium:* Livestock and animal products data are available in printed publications, CANSIM, photocopies of tabulations and special tabulations prepared on request. *Program Record Number:* STC AGR 460

Logging (Survey of Forestry)

Description: Records related to shipments of roundwood. *Topics:* Sawlogs; veneer logs; pulpwood; poles and pilings (untreated); fuelwood; Christmas trees; miscellaneous roundwood. *Program Record Number:* STC IND 385

Machinery and Transportation Equipment

Description: Records related to the manufacture of machinery and transportation equipment. *Topics:* Motor vehicles and motor vehicle parts and accessories; truck and bus body and commercial trailers; aircraft and aircraft parts; shipbuilding and repair; railway rolling stock; other transportation equipment. *Program Record Number:* STC IND 345

Manufacturing – General

Description: Records related to the Survey of Manufactures; shipments, inventories and orders; business conditions and inventory accounting methods. *Topics:* Operating statistics; materials and supplies used; products shipped; estimates of the value of Canadian manufacturers' shipments, inventories and orders; qualitative assessments of business conditions in manufacturing and short-term production expectations; turnover periods in manufacturing industries; inventory accounting (surveys conducted in 1949 and again in 1975). *Program Record Number:* STC IND 310

Metals

Description: Records related to primary metals (manufactured) and fabricated metal products. *Topics:* Primary iron and steel; ingots, steel castings and pig iron; steel wire and wire products; chrome ore, manganese ore, cobalt, molybdenum and tungsten; ferro-alloys and addition agents; non-metallic minerals; selenium; tellurium; antimony; bismuth; unmanufactured tin; steel pipes; tubing and fittings; cemented tungsten; carbide blanks and tools; aluminum; lead and zinc; magnesium metal; metallic cadmium; metallic mercury; nickel; grinding balls; iron and steel mills; metal rolling, casting and extruding; fabricated structural metal; hardware, tool and cutlery manufacturers; scrap iron and steel; smelting and refining; ornamental and architectural metals; boiler and plate works; heating equipment; iron foundries; metal stamping, pressing and coating. *Program Record Number:* STC IND 365

Miscellaneous Manufacturing Products

Description: Records related to the production, sale and consumption of miscellaneous manufacturing products. *Topics:* Toys; floor tiles; felts; phonograph records; pre-recorded tapes; sporting goods; scientific and professional equipment; signs and displays; jewellery and silverware; coated products. *Program Record Number:* STC IND 340

National Farm Survey

Description: Records related to the conduct of the National Farm Survey, designed to produce estimates for crops, livestocks, expenses and other ad hoc enquiries at the provincial level. *Program Record Number:* STC AGR 463

Paper Products and Printing

Description: Records related to paper products and printing. *Topics:* Hardboard; rigid insulating board; corrugated boxes and wrappers; printing, publishing and allied industries; pulp and paper mills; asphalt roofing; paper converters; paper and plastic bags; folding carton and set-up boxes. *Program Record Number:* STC IND 360

Plastics, Chemicals and Rubber

Description: Records related to the production, sale and consumption of plastics, chemicals and rubber. *Topics:* Paints; varnishes; lacquers; synthetic resins; pharmaceuticals; medicines; plastics; toilet preparations; industrial chemicals; fertilizers; plastic film and bags, soaps and cleaning compounds; high-pressure decorative laminate sheet; plastic bottles. *Program Record Number:* STC IND 335

Rail Transport

Description: Records relating to rail transportation in Canada and between the United States and Canada. *Topics:* Railway financial and operating statistics; equipment and length of track; fuel consumption and employment statistics; freight and passenger traffic; freight loaded; receipts from and deliveries to U.S. rail connections; commodity movement between provinces and to and from U.S. regions. *Storage Medium:* Material held on magnetic tape and some data available on CANSIM. User summary tapes and special tabulations can be produced and are available directly from the Transportation Division. *Program Record Number:* STC TRA 390

Retail Prices and Living Costs

Description: Records related to the measurement of consumer price changes and place-to-place price differences, including concepts and procedures. *Topics:* Consumer price indexes; average retail prices for selected commodities; inter-city price comparisons for selected commodities; foreign service post indexes and Canadian isolated post indexes; index methodology and concepts.

Storage Medium: Some material held on microfiche. *Program Record Number:* STC PRI 415

Retail Trade

Description: Records related to sales, inventories and operating data for retail businesses, and the number and value of new motor vehicles sold in Canada. *Topics:* Supermarkets and grocery stores; other food stores; drugs and patent medicine stores; shoe stores; men's clothing stores; women's clothing stores; other clothing stores; household furniture and appliance stores; household furnishings stores; motor vehicle dealers; gasoline service stations; automobile parts, accessories and services; general merchandise stores; chain and department stores; direct sellers; vending machine operators; campus book stores. *Program Record Number:* STC IND 375

Road Transport

Description: Records relating to road transport in Canada. In addition to programs surveying carriers, certain programs rely on aggregation of provincial and territorial administrative records. *Topics:* Financial and operating statistics on motor carriers of freight and of passengers, and on urban transit systems; commodity origin-destination statistics of the for-hire trucking industry (domestic and international); private trucking statistics, motor vehicle registrations and related licences; gross and net sales of motor fuels. *Storage Medium:* Material held on magnetic tape and some data available on CANSIM. User summary tapes and special tabulations can be produced and are available directly from the Transportation Division. *Program Record Number:* STC TRA 400

Science and Technology Statistics

Description: Records relating to resources (expenditures and personnel) for science and technology in the public and private sectors in Canada. *Topics:* Science and technology in the Federal Government (by department and program); in Canadian industry (by selected industries); in private non-profit organizations; in nine provincial governments; and in the university sector. *Program Record Number:* STC SCT 465

Service Industries

Description: Records related to financial and other operating data. *Topics:* (a) Amusement and recreational industries: motion picture theatres, motion picture and video production, laboratories and distribution, golf clubs, marinas, skiing facilities, etc.; (b) business services: employment agencies and personnel suppliers, computer services, engineering, architectural and scientific services, advertising agencies, security services, customs brokers, etc.; (c) personal and household services: funeral directors, laundries and dry cleaning services, self-service laundries and dry cleaners, barber and beauty shops, etc.; (d) other miscellaneous services: industrial machinery and equipment rental, automobile and truck rental and leasing, janitorial services, photographers, repair services, ticket and travel agencies and tour operators; (e) accommodation and food services: hotels, motels, campgrounds, restaurants, taverns and caterers, etc. *Program Record Number:* STC SST 425

Small Business Statistics

Description: Records related to small business. *Topics:* Operation results, financial ratios and changes in financial position for selected industries; average earnings by age and sex; the relationship between employment creation and the financial performance of firms; all of the above are described by province or territory and by firm size. *Program Record Number:* STC SBS 523

Special Surveys

Description: Records related to special surveys. *Topics:* Business and trade statistics surveys, such as the diffusion of technology surveys in the service sector. *Program Record Number:* STC SBS 524

Textiles and Apparel

Description: Records related to the production and consumption of textiles and apparel. *Topics:* Canvas products; cordage and twine; cotton and jute bags; yarn and cloth made from cotton, man-made fibre and wool; foundation garments; fur goods; men's, women's and children's clothing; felt and fibre; carpets, mats and rugs; automobile fabric accessories. *Program Record Number:* STC IND 330

Tiers

Description: A data and software package combining merchandise trade statistics and HS 6 descriptions. *Topics:* Data are available on over 15,000 commodities at the most detailed level for exports and imports for approximately 200 countries. *Storage Medium:* Streamer tape (60 MB, 150 MB, 320 MB, 1.3 GB), disk cartridge. *Program Record Number:* STC INT 413

Waste Management

Description: Records related to the economic characteristics of waste management in Canada. *Topics:* Principal statistics; details on wastes managed for haulage (type and quantity), for disposal (method by type and quantity of recycled materials); waste imports and exports. *Program Record Number:* STC IND 317

Water Transport

Description: Records relating to water transportation, domestic shipping, international seaborne shipping, and ports of loading and unloading. *Topics:* Financial and operating statistics on water carriers, including number and kind of vessels, employment, fuel consumption, type of service; shipping and port activities; commodities loaded and unloaded; containerized commodities; ports of loading and unloading; number, kind, operating status and registry (flag) of vessels arriving at and leaving Canadian ports; foreign port of origin, or destination. *Storage Medium:* Material held on magnetic tape, and some data available on CANSIM. User summary tapes and special tabulations can be produced and are available directly from the Transportation Division. *Program Record Number:* STC TRA 405

Wholesale Trade

Description: Records related to businesses acting as intermediaries in the field of distribution of: farm products; petroleum products; food, beverages, drugs and tobacco products; apparel and dry goods; household goods; motor vehicles, parts and accessories; metals, hardware, plumbing, heating and building materials; machinery, equipment and supplies; and miscellaneous wholesale industries. *Topics:* Principal statistics of wholesale merchants and wholesale agents and brokers; volume of trade; net sales and receipts; purchases; inventories; salaries and wages; gross commissions; value of goods handled on a commission basis. ***Program Record Number:*** STC IND 380

Wood and Furniture Products

Description: Records related to the manufacture of wood and furniture products. *Topics:* Veneer and plywood mills; sawmills; planing mills; shingle mills; sash, door and other millwork plants; wooden boxes; coffins and caskets; wood preservation; wood turnings; particle board and wafer board and miscellaneous wood products; household furniture; office furniture; electric lamps and shades. ***Program Record Number:*** STC IND 355

World Trade Database

Description: A matrix of international trade flows (exports and imports of goods) created from data reported by member countries to the United Nations Statistical Office and broken down by partner country and commodity/industry. The data are annual from 1970. *Topics:* Commodities according to SITC Revision 2, and the Canadian SIC; values only. *Storage Medium:* Available by special request on a cost recoverable basis, on tape, diskette, CD ROM. ***Program Record Number:*** STC INT 412

Communications and Operations Field

CANSIM

Description: Records related to the maintenance, updating, marketing and utilization of the CANSIM databases; to the development of new data content, and new data storage, retrieval and delivery facilities; to the development of meta data systems. ***Program Record Number:*** STC COD 580

Communications

Description: Records related to interactions with program areas, clients and suppliers invloved in media and public relations projects; release materials and associated documentation; minutes, recordings and associated documentation pertaining to federal-provincial consultations; drafts, proofs and artwork related to the Division's products; texts submitted for editing. ***Program Record Number:*** STC CMN 570

Communications and Operations Field Operations

Description: General operations relating to the overall functions of the Field. ***Program Record Number:*** STC COM 565

Operations

Description: Records related to the development and on-going work of the Operations Sub-division including the statistical production operations of classification, coding, editing and other related functions. ***Program Record Number:*** STC OPI 595

Operations Research and Development

Description: Records showing the performance of units in Operations and Integration Division working with measured standards. ***Program Record Number:*** STC ORD 600

Publications

Description: Records related to the production, sales and marketing of Statistics Canada's publications. ***Program Record Number:*** STC PUB 575

Regionalization Planning

Description: Records related to the planning and implementation of regionalization programs. ***Program Record Number:*** STC OPI 590

Survey Operations

Description: Records related to data collection and associated activities for population and agriculture censuses, household surveys and business surveys. ***Program Record Number:*** STC SOP 602

User Services

Description: Records of the number and nature of inquiries; records of sales in regional offices of Statistics Canada's products and services; records related to the coordination of regional marketing and promotional programs for Statistics Canada data products and services. ***Program Record Number:*** STC UAS 603

Informatics and Methodology Field

Administrative Data

Description: Records relate to the administrative data development studies conducted by the division. *Topics:* Social data; sub-provincial data; labour force; migration; income. ***Program Record Number:*** STC SAD 550

Business Profiles

Description: Records related to the maintenance of the Business Register and the structure of reporting units. *Topics:* Business Register specifications; profiles of establishments; up-to-date names and addresses of businesses. ***Program Record Number:*** STC BUS 525

Business Survey Methods

Description: The records relate to survey design and problems relating to the methodology of business and agricultural surveys. *Topics:* Planning surveys; survey concepts and definitions; survey and sample design; quality assurance; quality control; sampling frames; data linkage techniques; estimation procedures; data edit and imputation; outlier detection and correction; confidentiality; data quality (sampling and non-sampling errors); methods for the analysis of survey data; evaluation of surveys. ***Program Record Number:*** STC BSM 545

Communications Service Centre

Description: Plans, installs and maintains the overall electronic communications infrastructure in Statistics Canada. It ensures that end-users have communications facilities for their workstations from which they can access the various computational services in Statistics Canada. *Topics:* Electronic communications; local area networks; wide area networks. ***Program Record Number:*** STC CLS 509

Computer Services

Description: Records related to information on computer hardware and software; operation of computer equipment and the administrative procedures used within the Main Computer Centre. ***Program Record Number:*** STC MCC 517

EDP Security

Description: Responsible for all aspects of ensuring the security of all information in electronic form in Statistics Canada as well as access to its computing facilities. *Topics:* Informatics security; access control; data control services. ***Program Record Number:*** STC CLS 511

EDP Training

Description: The EDP Training Section, in conjunction with the Departmental Training and Development Section, evaluates the requirements of Statistics Canada for EDP training, evaluates and develops courses and coordinates the teaching of courses, particularly in the area of microcomputers. *Topics:* Informatics training. ***Program Record Number:*** STC CLS 505

Federal Register of Collected Information

Description: The Federal Register of Collected Information is a central register of information collection activities being carried out by federal government institutions. Records describe the nature of information collected including the frequency, the topic areas covered, the sponsor and the availability of information from the collection. ***Program Record Number:*** STC DAC 539

Geography

Description: Documentation and digital records related to geographic features; cartographic products related to boundaries and selected population themes; other services related to custom geocoding and geographic consultation. *Topics:* Municipal boundaries; street networks, names, address ranges; geographical areas – provinces, census divisions, counties, regional municipalities, regional districts, cities, towns, villages, townships, census tracts, census metropolitan areas, enumeration areas; postal codes; street indexes for large (50000+) urban areas; enumeration area maps; geographical area maps; geographic information systems; geographic concepts; automated cartography. ***Storage Medium:*** Enumeration area maps held on microfilm for the 1971 and 1976 Census and on hard copy (paper) format for 1981 and 1986. ***Program Record Number:*** STC GEO 520

Informatics Acquisitions and Contracts

Description: Responsible for the acquisition and delivery of all end-user EDP goods such as microcomputers, hardware and software. *Topics:* Informatics; EDP hardware and software; acquisitions; procurement. ***Program Record Number:*** STC CLS 515

Informatics and Methodology Field Operations

Description: Records relating to the overall functions of the Field. *Topics:* Field policy; automation; security; equipment evaluation; equipment acquisition; software evaluation; software acquisition; methodology. ***Program Record Number:*** STC INM 485

Informatics Representatives

Description: Assists users in identifying, planning, acquiring and utilizing informatics resources, in particular, EDP hardware and software. Their involvement ranges from long-range planning to daily problem solving. *Topics:* Informatics; EDP hardware and software; planning; problem solving. ***Program Record Number:*** STC CLS 506

Information Collection Policy Administration

Description: Contains records of correspondence regarding the administration of Treasury Board policy on the Management of Government Information Holdings (MGIH), including policy interpretations made by Treasury Board Secretariat, correspondence with institutions regarding policy implementation and application, operational arrangements and other matters dealing with Statistics Canada's role in administration of the Treasury Board policy on information collection. ***Program Record Number:*** STC DAC 536

Methodology

Description: The records relate to methodological issues and research on survey design and methods, questionnaire design, estimation techniques and methods in analysis of data. *Topics:* Planning; work plans; work programs; editing; imputation; inconsistent and missing data; quality control; record linkage; sample design; estimation procedures; methods in analysis of data, particularly from complex surveys and other survey methods research. ***Storage Medium:*** Some material held on microfiche. ***Program Record Number:*** STC SVM 540

Microcomputer Service Centre

Description: Assists users in planning, analyzing the requirements, and supporting in general the use of microcomputers within Statistics Canada. *Topics:* Microcomputers; software support. ***Program Record Number:*** STC CLS 508

Network Services

Description: Encompasses four sections which are responsible for the delivery and support of microcomputers, workstations, communications services, hardware and software acquisitions, as well as equipment installation and maintenance. ***Program Record Number:*** STC CLS 507

Small Area Data

Description: The Small Area Database contains socio-economic and demographic data for sub-provincial geographic areas. These data come from sources within, and external to, Statistics Canada. ***Program Record Number:*** STC SAD 555

Standards

Description: Records related to classification standards and concepts. *Topics:* Standard Industrial Classifications, statistical units, concordances between different vintages of the Canadian, the international and the U.S. standard industrial classifications; Standard Classification of Goods (based upon the Harmonized Commodity Description and Coding System), Principal Commodity Groups, concordances between the Standard Classification of Goods and other Canadian commodity classifications; Standard Classification of Services; Standard Geographical Classifications; Standard Occupational Classification and related concordances; Statistical Data Documentation System. ***Program Record Number:*** STC STD 535

System Documentation

Description: General descriptions of the operations of programs and systems. *Topics:* System specifications; system flowcharts. *Access:* Sequenced by system identification code. ***Program Record Number:*** STC ISD 495

Systems and Programs

Description: Sets of instructions to enable a computer to perform a given task. *Topics:* Application programs; application systems; utility programs; generalized programs; control programs; system software. *Access:* Sequenced by system identification code. ***Program Record Number:*** STC ISD 490

Taxation Data

Description: Records related to the accessing of data from taxation records of incorporated and unincorporated businesses. *Topics:* Access to T-1 and T-2 income tax returns; use of taxation data for statistical purposes. *Storage Medium:* T1 and T2 documents are maintained on microfilm and photocopies, respectively; both are destroyed on completion of a tax cycle; all material is strictly confidential. ***Program Record Number:*** STC BUS 530

Technical Support

Description: Installs and maintains all end-user computing equipment such as microcomputers, terminals and communications connections. *Topics:* EDP hardware and software; installations; maintenance. ***Program Record Number:*** STC CLS 510

Time Series

Description: Records relate to fundamental research on seasonality and time series analysis. *Topics:* Time series; short series; Box-Jenkins (ARIMA) forecasting models; tests; indirect adjustment; seasonality; interpolation; benchmarks; polynomial seasonal adjustment methods; filters; X-11-ARIMA. ***Program Record Number:*** STC TSR 560

Management Services Field

Corporate Assignments

Description: Records related to the operations of the Corporate Assignments Program, including assignment proposals, employee applications and assignment agreements. ***Program Record Number:*** STC CAD 610

Corporate Planning

Description: Records related to the development, improvement process and decisions of the Agency's planning system; the coordination, development and assessment of corporate planning objectives and priorities; the formulation of alternative strategies for obtaining these objectives; and the devising of plans of action reflecting such intentions in the medium- and longer-term. ***Program Record Number:*** STC CPM 620

Data Access

Description: Records relate to requests received under the Access to Information Act and the Privacy Act; agreements with other federal government departments, provincial governments, municipalities or other corporations for the joint collection or sharing of data, orders prescribing forms, the discretionary disclosure of information pursuant to the Statistics Act, and the administration within Statistics Canada of the Information Collection Policy, the Informing Survey Respondents Policy, the Policy on Record Linkage, the Microdata Release Policy, and the Policy on the Protection of Sensitive Statistical Information. ***Program Record Number:*** STC DAC 615

Departmental Security

Description: Responsible for the administration of the security program for Statistics Canada. This includes responsibility for the physical security of designated and classified information and other assets held within Statistics Canada; inspections and investigations of suspected breaches or violations of security; arranging checks with investigative agencies as part of the personnel screening process; emergency and safety practices and security awareness. ***Program Record Number:*** STC DAC 617

Financial Operations

Description: Records relate to expenditure and revenue transactions, the financial management information system, recoverable projects accounting, contract administration and general accounting services. ***Program Record Number:*** STC FIN 635

Financial Policies and Systems

Description: Records related to the development, design, implementation and review of departmental policies, systems and procedures. ***Program Record Number:*** STC FPS 630

Management Services Field Operations

Description: Records relate to the overall functions of the field. ***Program Record Number:*** STC MAN 605

Management Systems

Description: Records related to the development and coordination, with other functional areas within the Agency, of management systems to facilitate accountability, improve planning, provide information needed for decision-making and to permit quality assessments and objective reporting on the status of large-scale organizational projects, service improvements and program plans. ***Program Record Number:*** STC CPM 625

Operational Planning and Programming

Description: Records related to the management of the departmental operational planning system and the preparation of a multi-year operational plan and current-year work planning processes and associated budgets. ***Program Record Number:*** STC OPP 640

Program Review

Description: Records related to the evaluation of the efficiency and effectiveness of programs and plans. ***Program Record Number:*** STC PRG 645

National Accounts and Analytical Services Field

Balance of Payments

Description: Schedules, correspondence and working papers related to the production of statistics on the balance of payments. *Topics:* Data for conversion of merchandise exports and imports from a customs to a balance of payments basis; freight and shipping receipts and payments, including ocean shipping, inland transportation and air freight; data on Canadian and foreign government transactions and on business and miscellaneous services and charges; travel expenditures; interest and dividend receipts and payments from non-residents; personal and institutional remittances; flows of migrants' funds; official contributions to developing countries; capital flows, including direct and portfolio investment; other investment in Canada by non-residents and investment abroad by Canadian residents; funded debt and foreign-bank borrowing; geographical distributions of the above transactions. ***Program Record Number:*** STC IFE 260

Demolinguistics

Description: Records related to the verification, processing, dissemination and analysis of demolinguistic data. ***Program Record Number:*** STC LAN 288

Detailed Energy Balances

Description: Supply and disposition tables for Canada by fuel in natural units and thermal equivalents for the years 1966, 1971, 1974 and 1976. ***Program Record Number:*** STC INO 270

Environmental Information System

Description: The Environmental Information System draws on a variety of records from the following Statistics databases: Census of Population and Housing, Census of Agriculture, Census of Manufactures, Census of Coal Mines, Electric Power Statistics, Household Facilities and Equipment, Transportation Statistics, Morbidity and Mortality Statistics. ***Program Record Number:*** STC NAD 291

Federal Government

Description: Records relating to the federal government, its enterprises, related boards and commissions. *Topics:* Federal government and government enterprises; revenues and expenditures; assets, liabilities and debt position; employment and remuneration. *Access:* Computer and non-computer files by government and enterprise. ***Program Record Number:*** STC PUI 220

Financial Flows

Description: Records related to financial flows between different sectors of the Canadian economy and balance sheet data for the same sectors and for the economy as a whole. *Topics:* Monetary authorities; chartered banks; public financial institutions; federal government; provincial and local governments and hospitals; social security funds; persons and unincorporated businesses; non-financial private corporations; non-financial government enterprise; near-banks; insurance companies and pension funds; other private financial institutions; rest of the world. ***Program Record Number:*** STC NAD 245

Gross Domestic Product

Description: Records related to the production of provincial and national accounts. *Topics:* Estimates of final expenditures by category and types of incomes generated; detailed income and expenditure data for the four sectors of the economy – persons, business, government and non-residents; provincial estimates of personal income and provincial product and their components. ***Program Record Number:*** STC GNP 235

HALS/SPSD

Description: A synthetic database combining information from the Social Policy Simulation Database and the public use file of the Health and Activity Limitations Survey. Disability status has been imputed to records on the Social Policy Simulation Database using HALS. HALS data representing type of impairment, physical and social supports have been categorically matched to the selected SPSD records. The dataset represents disability at the individual, family and household levels. ***Program Record Number:*** STC SES 297

Industry Measures

Description: Records related to industrial output. *Topics:* Gross domestic product by industry; real output measures; value added; industry measures; real domestic product; index of industrial production; gross output by industry. ***Program Record Number:*** STC IMA 240

Input-Output

Description: Records related to the development and maintenance of national and regional input-output tables (part of which are GDP by industry), models, productivity measures and correspondence with clients in reference to customer service activity. *Topics:* Annual data and records for current and constant price input-output tables encompassing 191 industries, 136 categories of final demand and 602 commodities and primary inputs (GDP by industry); data for 1984 interprovincial trade flows and input-output tables for each province; documentation for national input-output models, interprovincial input-output models, price model and energy model; annual data and records relative to the development and maintenance of productivity measures; correspondence with clients of customer-specific economic models. *Program Record Number:* STC INO 265

Integration and Analysis

Description: Records relate to analysis and data development in the areas of business/industry and labour market, using data derived from Statistics Canada business and labour-related surveys, as well as administrative data. *Topics:* Labour adjustment analysis; employment creation studies; impact of structural change in the economy on wages and job separations; analyses of trade in services and foreign direct investment and industrial economic studies related to the entry and exit of firms in markets; the effect of mergers, other related topics. A project to produce small area data on employment and firms is also covered. *Program Record Number:* STC BMA 255

Local Government

Description: Records related to municipal governments and related boards. *Topics:* Local governments; revenues and expenditures; assets, liabilities and debt position; employment and remuneration; breakdowns. *Storage Medium:* Computer and non-computer files by province. *Program Record Number:* STC PUI 210

National Accounts and Analytical Services Field Operations

Description: General operations relating to the overall functions of the field. *Topics:* Field policies; plans and programs; automation; timeliness studies; projects and surveys. *Program Record Number:* STC NAC 225

National Accounts Data Development

Description: Records relate to research papers and consist of analytical manipulations of existing Statistics Canada data, their description, interpretation and explanation. *Topics:* Extension of National Accounts; concepts, definitions; inflation accounting; household work; non-market production; production boundaries; underground economy; total consumption; satellite accounts; saving. *Program Record Number:* STC NAD 230

Population Studies

Description: Records relate to population studies. *Program Record Number:* STC POS 280

Provincial Government

Description: Records related to provincial and territorial governments and their enterprises, boards and commissions. *Topics:* Provincial and territorial governments and government enterprises; revenues and expenditures; assets, liabilities and debt position; employment and remuneration. *Storage Medium:* Computer and non-computer files by government and enterprise. *Program Record Number:* STC PUI 215

Social and Economic Studies

Description: Records relate to studies undertaken by the division using statistical records produced by other areas of Statistics Canada. *Program Record Number:* STC SES 285

Social Policy Simulation Database/Model

Description: The Social Policy Simulation Database and Model (SPSD/M) is a partially synthetic public use database of family/individual microdata, together with associated analytical software that allows analysts to assess the effects of proposed changes to Canada's tax/transfer system. The SPSD/M runs on IBM compatible micro computers. *Program Record Number:* STC SES 296

Social Security Program

Description: Records related to statistical information on social security programs sponsored by the federal or provincial governments of Canada. *Topics:* Unemployment insurance; Canada and Quebec pension plans; family allowances and related programs; old age security and guaranteed income supplement; social allowances and services; worker's compensation; public assistance. *Program Record Number:* STC PUI 100

Social, Institutions and Labour Statistics Field

Aboriginal Peoples Database

Description: Records related to the operation of a statistical system to provide a social and economic profile of Aboriginal peoples, including the barriers they encounter in areas such as employment and training, schooling, language, housing, etc. *Program Record Number:* STC PCS 122

Canadian Social Trends

Description: Provides recent and historical evidence for the direction and magnitude of important social trends; records related to marketing studies for the Canadian Social Trends publication. *Topics:* Canada Pension Plan; culture; day care; deaths; education; environment; ethnicity; expenditures; families by size, divorces, income groups, lone parents; family income; health; health care expenditures; health care costs; hospital separations; housing; Indian and native people; interest rates; justice; labour force; lawyers; notifiable diseases; birth defects; part-time work; population trends; population; population projections; professors; security. *Program Record Number:* STC HFS 028

Census Operations

Description: Census records are maintained in three formats: hardcopy format which is kept for five years following each census, microfilm copies of the original questionnaire and machine-readable data stored in the census micro database. The latter are used in tabulations. Names and addresses of individuals are not contained in these files. Information extracted from the database, therefore, cannot directly be related to an individual. Individual data from microfilm copies of original questionnaires are available only to the respondent under the Privacy Act. *Topics:* Different types of variables can be obtained for various universes on the database. Population and Families – Demographic Characteristics: age, sex, marital status; Ethno-cultural Characteristics: age at immigration, citizenship, ethnic origin (data on population can also be obtained at the family level); Language Variables: home language, mother tongue, official language; Schooling Variables: highest level of schooling, major field of study; Labour Force: class of worker, industry, occupation; Family Size: family composition; Income: census family income, economic family income, income from each source and total income. Households – household maintainer, type of household, household size, length of occupancy, mortgage or rent, household income. Dwellings – condition of dwelling, fuel, heating equipment, structural type. These variables are available at various levels of geography across Canada. The information collected in the census varies somewhat from one census year to the next. *Note:* Individual information contained in the microfilmed records is available as far back as the 1901 Census (1891 Census in custody of National Archives of Canada). It can be accessed only by the person named in the record or by a legal representative authorized to settle the affairs of a senior, incompetent or dead person. To access such information, the person concerned must complete an "Application and Authorization for a Search of Census" obtainable from the Census Pension Searches Unit, Statistics Canada, Ottawa, K1A 0T6. Aggregate data from the census micro-database are available to the public. Requests for such information should be directed to the Statistical Reference Centre, Statistics Canada, Ottawa, K1A 0T6. ***Program Record Number:*** STC COP 015

Corrections

Description: Information related to the delivery of custodial and non-custodial adult correctional services in each of the provincial, territorial and federal jurisdictions. *Topics:* Statistical summaries feature caseload indicators, offender characteristics, and expenditure data; narrative summaries examine organizational structures, administrative procedures and correctional programs. ***Program Record Number:*** STC CCJ 125

Criminal Courts

Description: Information related to the operation of adult criminal courts in Canada. *Topics:* Descriptive profiles of provincial, territorial and federal Court Services in Canada for the year 1987-88. ***Program Record Number:*** STC CCJ 130

Cultural Activities

Description: Records relating to performing arts organizations; creative and performing artists (visual artists, writers, actors and directors, musicians and composers, dancers and choreographers); and cultural activities of Canadians. *Topics:* Finances, audiences, personnel; demographic characteristics, training, employment, income and expenses; attendance at cultural events, reading habits, use of time. ***Program Record Number:*** STC ECT 195

Cultural Industries

Description: Records relating to characteristics of industries producing cultural goods and to their products. The industries under study are in the areas of books, newspapers and periodicals, records, film and video, and radio and television. *Topics:* Number and type of product: domestic, export and import sales, revenue and expenditures; balance sheet; sales by client. ***Program Record Number:*** STC ECT 190

Cultural Institutions

Description: Records relating to characteristics of cultural institutions acquiring, preserving and holding cultural and natural materials; heritage institutions; libraries. *Topics:* Holdings; physical facilities; attendance; personnel; finances. ***Program Record Number:*** STC ECT 185

Demography

Description: Records relate to research carried out with respect to population estimates, projections and demographic characteristics. *Topics:* Population estimates; population projections; emigration; immigration; interprovincial migration; post-censal estimates; household estimates; family estimates; household and family projections; components of population growth – births, deaths, migration; demographic characteristics – age, sex, marital status, current demographic analysis in Canadian population. ***Program Record Number:*** STC DEM 030

Disability Database

Description: Records related to the operation of a statistical system to provide information on the prevalence of disability in Canada and the impact of disability on the life of disabled Canadians. *Topics:* Contains data on the existence, nature and severity of disability; as well as data which describe the demographic, household, labour force, employment, education, transportation, residential and economic characteristics of the disabled. ***Program Record Number:*** STC PCS 110

Education Finance

Description: Records relating to expenditures of governments, school boards, colleges and universities for all levels of education. *Topics:* Financing; estimated, budgeted and actual expenditures for educational institutions; student aid (1972-73); education price index; financial information system for school board revenues and expenditures; federal government expenditures in support of education and training. ***Program Record Number:*** STC ECT 175

Elementary and Secondary Education

Description: Records related to teaching staff, enrolments and minority and second language education. *Topics:* Students; teachers; facilities and transportation (1971-72); private schools; kindergartens; schools for the blind and deaf; enrolments; minority language programs. ***Program Record Number:*** STC ECT 165

Employment and Earnings

Description: Records related to employment, earnings and hours reported by employers of all sizes. *Topics:* Number of employees; paid hours and earnings (including and excluding overtime) by category of employee (hourly paid, salaried and other); data monthly for Canada, the provinces and territories; by detailed industry. ***Program Record Number:*** STC LAB 075

Family Expenditures

Description: A dual program of record-keeping and recall surveys provides detailed expenditures covering the complete budgets of families and unattached individuals in private dwellings. Programs cover selected calendar years, and have varied in scale and geographic coverage. *Topics:* Family expenditures on food, shelter, household operations, household furnishings and equipment, clothing, transportation, etc., for specific subgroups of the population (by family income, family size, cities, etc.). ***Program Record Number:*** STC HLD 045

Family History Survey

Description: The Family History Survey was conducted in 1984 as a supplement to the Labour Force Survey. It provides a retrospective picture of when different events in the family life cycle occur. *Topics:* Marital history; common-law unions; natural, adopted and step-children; work history. ***Program Record Number:*** STC HFS 026

General Social Survey

Description: The General Social Survey is an annual household survey with two principal objectives: first, to monitor temporal changes in Canadian society and, second, to provide information on current policy issues. The first survey cycle collected data in 1985 on health and social support, with 11 000 persons interviewed by telephone or face-to-face. Cycle 2 collected data in 1986 on daily activities, social mobility and languages, with 17 000 persons interviewed by telephone. Cycle 3 collected data in 1988 on personal risk and victim services, with 10 000 persons interviewed by telephone. Cycle 4 collected data in 1989 on work and education with 9,300 persons interviewed by telephone. Cycle 5 collected data in 1990 on the topics of family and friends with 13 500 persons interviewed by telephone. *Topics:* Cycle 1 covered: short- and long-term disability, smoking, alcohol use, sleep, physical activity, health problems, satisfaction and happiness, and potential support networks for persons 15 years of age and older; persons 55 years of age and older provided additional data on support given and received, and social activities. Cycle 2 collected data for persons 15 years of age and older which covered: activities of Canadians over a 24-hour period (identifying each activity done, where, when and with whom), education, occupation and other demographic characteristics of parents and respondent, satisfaction and happiness, language knowledge, current language practices including use in home, at work and at school, change in language use in last five years. Cycle 3 collected data from persons 15 years of age and older which covered: accidents and crimes experienced during 1987, services used by victims of crime, attitudes to crime and factors which relate to personal risk, a set of socio-economic items similar to those collected by Cycles 1 and 2. Cycle 4 collected data from persons 15 years and older which covered: work and education in the service economy; new technologies and human resources; emerging trends in education and work; knowledge and attitudes to science and technology. Cycle 5 collected data from persons 15 years and older and concentrated on the respondent's family and friends and interactions with them. Topics covered include material history, common law unions, natural, adopted and step children, potential support networks, division of household work and support given and received. ***Program Record Number:*** STC HFS 027

Government Expenditures on Culture

Description: Expenditures by the federal government, as well as provincial and municipal governments, on culture. *Topics:* Wages and salaries, goods and services, operating and capital expenditures, current and capital grants; contributions and transfers, in the major cultural areas (libraries, museums, archives, literary, visual and performing arts, crafts, recording, multiculturalism, film and broadcasting). ***Program Record Number:*** STC ECT 205

Health Care

Description: Records related to the operation of a statistical system which provides medical, demographic and utilization information on patients hospitalized for disease condition or surgery; patients with psychiatric conditions; and patients hospitalized for legal therapeutic abortions. *Topics:* Hospital inpatient morbidity; mental inpatient morbidity; surgical procedures and treatments; hospital utilization; disease utilization; mental morbidity; mental health; therapeutic abortions; therapeutic abortion committees. ***Program Record Number:*** STC HLT 080

Health Human Resources

Description: Records related to the operation of a statistical system to provide information on various professional and technical categories of health personnel. *Topics:* Physiotherapists, 1972-1977; radiological technicians, 1972-1977; registered nurses, 1970 to date; dental hygienists, 1975-1983. ***Storage Medium:*** Some material held on microfilm. ***Program Record Number:*** STC HLT 090

Health Research and Analysis

Description: Records related to research and analysis studies directed at issues in the health services sector, population risk factors and health status, and the availability of information. *Topics:* Mortality by income; medicare-hospital morbidity linkage; cardiovascular disease; analysis of marriage and divorce; Canada Health Survey; Canadian Health and Disability Survey; accidents. ***Program Record Number:*** STC HLT 115

Health Statistics Development

Description: Records related to the development of a statistical program to extend the scope of health and social security statistics. *Topics:* Community health information system development; mental health information system development; health indicators development; hospital information system redevelopment; occupational health information system development. *Program Record Number:* STC HLT 120

Health Status

Description: Records related to the operation of a statistical system of vital statistics (including births, deaths, marriages, divorces and stillbirths) and registers on cancer, tuberculosis, renal failure and notifiable diseases. *Topics:* Vital statistics – including births (fertility), deaths (life tables, deaths by cause, e.g. heart disease, cancer, suicide, etc.), marriages, divorces, stillbirths; cancer incidence; tuberculosis incidence; renal failure; notifiable diseases. *Storage Medium:* Some material held on microfilm. *Program Record Number:* STC HLT 095

Help-Wanted Index

Description: Records related to help-wanted advertisements in 20 metropolitan area newspapers. *Topics:* Help-wanted indexes by region. *Program Record Number:* STC LAB 076

Homicide

Description: Information related to murder, manslaughter and infanticide. *Topics:* Cases reported to the police showing characteristics of incidents; victims and suspects; relationship between the suspects and victim(s); methods used to commit the homicide. *Program Record Number:* STC CCJ 135

Household Facilities and Equipment Survey

Description: This annual survey provides data on dwellings and their characteristics, on the occupants of the dwellings and on the equipment at the disposal of the occupants. The records relate to the equipment and facilities available within individual households. *Topics:* Cooking facilities; heating facilities; water supply; bathroom facilities; refrigerators; microwaves; washing machines; dryers; vacuum cleaners; sewing machines; telephones; radios; television sets; VCRs; turntables; compact disc players; tape or cassette recorders; tenure and mortgage; number of rooms and bedrooms per dwelling; size of household; households with automobiles; selected sporting and recreation equipment. *Program Record Number:* STC HLD 050

Housing, Family and Social Statistics

Description: Records relate to documentation and files of projects concerned with the production phases of the census. *Topics:* Housing; language; ethnicity; education; religion. *Program Record Number:* STC HFS 025

International Travel

Description: Records related to the activities of Canadians travelling outside the country and visitors to Canada. *Topics:* Port of entry; Canadian residents; non-residents; vehicles; persons; receipts; payments; country of residence; expenditures; length of stay; type of transportation; purpose of trip; accommodation used; destinations, breakdown of spending into 5 categories; source of funding, age groups. *Program Record Number:* STC ECT 250

Labour and Household Surveys Analysis

Description: Records relate to documentation associated with this research and development work. *Program Record Number:* STC LHS 060

Labour Force Survey

Description: Records relate to levels and trends in the composition, activities and characteristics of the Canadian labour force. Data are available at the detail of selected Census Metropolitan Areas (CMA), economic regions and the provinces. Data also available for selected non CMA urban areas based on quarterly estimates. *Topics:* Actual and seasonally adjusted employment and unemployment data; seasonal factors; structure of the Labour Force Survey sample; participation rate; multiple job holding; reasons for absence from work, etc. *Storage Medium:* Some material held on microfiche. *Program Record Number:* STC HLD 035

Labour Income

Description: Data series of labour income which are on a raw and seasonally adjusted basis by month. *Topics:* Wages and salaries; supplementary labour income; special payments; and work stoppage effects. Breakdowns by major industry, sector and province. *Program Record Number:* STC LAB 078

Legal Aid

Description: Information related to the delivery of legal aid in each of the provincial and territorial jurisdictions. *Topics:* Revenues, expenditures; personnel resources and caseload counts of each legal aid plan in Canada; information describing the organizational structure, eligibility criteria and coverage of each plan. *Program Record Number:* STC CCJ 160

Nosology Reference Centre

Description: Records relating to training and development materials on medical classification; consultation on classification issues; establishment of standards for classification of diseases and medical intervention procedures. *Topics:* International classification of diseases; Canadian classification of diagnostic, therapeutic and surgical procedures; disease coding; death coding. *Program Record Number:* STC HLT 105

Operation of Health Institutions

Description: Contains data on beds available, patient-days during the year, patient movement (admission/separations), service workload of various departments, personnel and paid hours of work by occupational groups, detailed departmental operating expenditures by salaries and wages and income by source and balance sheet information; and indicators of utilization, performance and cost, by hospital type and size, and ownership. *Storage Medium:* Some material held on microfilm. ***Program Record Number:*** STC HLT 085

Pensions

Description: Records related to the terms and conditions of employer sponsored pension plans and to the assets of trusteed pension funds in Canada. *Topics:* Eligibility conditions; employee contribution rates; retirement benefits; retirement ages; vesting and death benefits for all employer pension plans; income, expenditures and assets of all trusteed pension funds. ***Program Record Number:*** STC LAB 065

Police Administration

Description: Information related to police personnel and expenditures in Canada. *Topics:* Police personnel (i.e., police officers, special constables, civilians and other police personnel) and policing expenditures. ***Program Record Number:*** STC CCJ 162

Postsecondary Education

Description: Records related to enrolments and full-time teaching staff in community colleges and universities; degrees granted by universities; tuition fees and living accommodation costs for university education. *Topics:* University students; community college students; foreign students; university degrees, diplomas, certificates; university tuition fees and accommodation costs; full-time university teachers, full-time community college teachers; facilities (1973); educational technology (1970); instructional media (1971-72); continuing education. ***Program Record Number:*** STC ECT 170

Projections and Analysis

Description: The Projections and Analysis Section undertakes analytic studies in response to requests made of policy departments and other major user groups; monitors the quality of various data sets produced both inside and outside the division; and undertakes special surveys for areas of education not normally collected by the regular program. *Topics:* The section is responsible for two annual publications on education: "Education in Canada", a handbook of key statistics for all levels and topics in education and "Advanced Statistics of Education", which contains data on major variables in education for the two most recent years and an estimate for the forthcoming year. Analytical studies are undertaken, on a cost recovery basis, at the request of policy departments and other major user groups: an example would be the development of a model for projecting potential labour force entrants by level of attainment, analysis of special surveys of adult training and National Graduate Surveys. Special Surveys are conducted on a cost recovery basis, at the request of policy departments and other major user groups; examples are the "Human Resource Training and Development Survey" and the "School Leavers Survey". ***Program Record Number:*** STC ECT 180

Shelter Cost Survey

Description: An annual survey to provide calendar year data on the housing repair and renovation expenditures in owner-occupied households. The survey also serves as a vehicle for the occasional collection of a full range of household shelter expenditures. *Topics:* Annually: additions, renovations, replacements and new installations of fixtures and equipment, repairs and maintenance; occasionally for homeowners: mortgage expenditures and characteristics, property taxes, value of dwelling, insurance, condominium charges, fuels and utilities; occasionally for renter households: parking, fuel, utilities, insurance, repairs and maintenance costs that are not included in the rent. ***Program Record Number:*** STC HLD 051

Social, Institutions and Labour Statistics Field Operations

Description: Records related to the overall functions of the field. *Topics:* Field policies; plans and programs; requests; public relations; census project team management; census research and methodology. ***Program Record Number:*** STC SIL 010

Special Surveys

Description: Records relate to the operations of the special surveys. *Topics:* Recent (1978 or later) surveys: work patterns, leisure time activities, family history, health, absence from work, job opportunities, travel, travel to work, attitudes about surveys, smoking habits, victimization, graduates of post-secondary programs, labour market comparison, passenger car fuel consumption, volunteer workers, student finances, migrants to Alberta and B.C. (See Overview of Special Surveys for detailed breakdowns.) Earlier surveys (before 1978) generally covered: demography, education, health, and the labour market. (See Overview of Special Surveys for detailed breakdowns.) ***Program Record Number:*** STC HLD 040

Survey of Consumer Finances

Description: An annual survey designed to measure the distribution of income and its sources for Canadian families and individuals. The records relate to income and other indicators of economic well-being of families and individuals. *Topics:* Annually: wages and salaries, self-employment income, investment income, transfer payments received, retirement pensions, other money income, income taxes, total money income, income after taxes, rates of low income and number of persons in low income; by selected family characteristics, selected personal characteristics; occasionally: family assets, family debts, family wealth. ***Program Record Number:*** STC HLD 055

The 1940 National Registration Records

Description: Statistics Canada maintains custody of the 1940 National Registration records. This information resulted from a compulsory registration of all persons 16 years of age or older in the period 1940-46. *Topics:* Name; address; age; date of birth; conjugal status; dependents; country of birth (persons registered and parents only); nationality; racial origin; languages; education; general health; class of occupation; occupation or craft; employment status; work experience by type; mechanical or other abilities; latent skills, wartime circumstances, previous military service. ***Note:*** Information contained in the 1940 National Registration Records is confidential and available only to the person named in the records or to a legal representative authorized to settle the affairs of a senior, incompetent or dead person. The method of access is described in the "Access Notes" under "Census Operations" (STC COP 015). *Program Record Number:* STC COP 020

Travel, Tourism and Recreation

Description: Records relating to travel, travellers and recreational activities. *Topics:* Domestic travel; travel to work; outdoor recreation; recreational activities; commuting habits; travel expenditures; automobiles; public transportation; recreation equipment; vacation homes. *Note:* Refer also to STC HLD 045 – Family Expenditures Survey; STC HLD 050 – Household Facilities and Equipment Survey; STC ECT 250 – International Travel; STC SST 425 – Service Industries. *Program Record Number:* STC ECT 200

Unemployment Insurance

Description: Records related to unemployment insurance. *Topics:* Benefits paid; weeks of benefit; average weekly benefits; claims received; claims allowed; disqualifications; and beneficiaries by personal characteristics (e.g. age, sex and insurable earnings). *Program Record Number:* STC LAB 070

Uniform Crime Reporting

Description: Information related to crime, traffic and crime indicators. *Topics:* Offences by adults and young offenders; all types of offences including Criminal Code, provincial statute and municipal by-law offences, traffic offences; (data are supplied by federal, provincial, municipal, railway and Ports Canada policing agencies). *Program Record Number:* STC CCJ 140

Work Injuries Statistics

Description: Records related to work related time-loss injuries and illnesses. *Topics:* Accident type; source of injury; nature of injury and part of body detailed by age, sex, province, occupation, industry and month and year of the injury. *Program Record Number:* STC LAB 077

Youth Courts

Description: Information related to those young persons who are charged with federal statute offences and are dealt with in the youth courts of Canada. *Topics:* Statistical and descriptive information on types of offences, age, sex, court decisions and dispositions is provided on both the national and jurisdictional levels. *Program Record Number:* STC CCJ 155

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

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Buildings
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Employment and Staffing
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Social, Institutions and Labour Statistics Field

■ Census Operations Division

1940 National Registration Records

Description: The records provide social and economic information on individuals as well as information on their skills. *Class of Individuals:* All persons 16 years of age or older in the period 1940-1946 with the exception of those people who were, at the time of registration, members of the armed forces or a religious order, or confined to an institution. *Purpose:* The information was originally obtained under the authority of the National Resources

Mobilization Act, 1940, and the War Measures Act to permit the mobilization of all of the effective resources of the nation, both human and material, for the purpose of the defence and security of Canada. The National Registration Regulations pursuant to this legislation gave custody of the records to Statistics Canada, then known as the Dominion Bureau of Statistics. *Consistent Uses:* A program has been established called the Census Pension Searches to provide proof of age, place of residence, family relationships or length of residence in Canada from historic census records and 1940 National Registration Records. The service is normally provided in support of application for pensions, citizenship, passports and similar situations where other more preferred administration records are required but no longer exist or, as in a number of cases, were never issued. ***Retention and Disposal Standards:*** The records are retained indefinitely. ***TBS Registration:*** 001840 ***Bank Number:*** STC PPU 010

Census of Population – Evaluation Program

Description: This bank contains information from post-censal studies to measure coverage and data quality, and to evaluate the Census enumeration of unoccupied dwellings and non-response in the housing universe. ***Class of Individuals:*** Individuals selected to participate in evaluation studies. ***Purpose:*** The studies are part of the evaluation program for the Census of Population. The objective of the overcoverage study is to measure gross overcoverage by estimating duplicate and erroneous census enumerations. The purpose of the Reverse Record Check is to estimate gross undercoverage, i.e., the number and characteristics of persons and households missed by the Census. The purpose of the Vacancy Check is to estimate the number of occupied private dwellings which were misclassified as vacant and to adjust the Census occupied dwelling counts accordingly. ***Retention and Disposal Standards:*** Records are retained for 10-16 years, depending on the type of record. ***TBS Registration:*** 003015 ***Bank Number:*** STC PPU 008

Census of Population – Questionnaires

Description: This bank contains information obtained from the censuses of population taken since 1901. The records are identified by name and contain information on the social and economic characteristics of every person in the country. The records in this bank, which are organized on a geographical basis, are microfilmed copies of the original questionnaire dating back to 1901. To retrieve a record from this data bank, the precise address at the time of the census is required. Please note that only the individual named in the record can have access to information it contains, or the legal representative of a minor, incompetent or deceased person, but only to settle the affairs of the estate of that person. ***Class of Individuals:*** All individuals in Canada at the time of the census. ***Purpose:*** The Census of Population is a national inventory of Canada's key socio-economic phenomena, conducted at prescribed intervals by statutory requirement. The data collected, when compiled into statistics, are used for a wide range of purposes including the determination of economic and social policies, planning industrial development, and estimating needs for schools, roads and many other public services. Population figures are used to determine electoral district boundaries, and to calculate per capita grants to provinces and municipalities. ***Consistent Uses:*** A program has been established called the Census Pension Searches to provide proof of age, or length of residence in Canada from historic census records and 1940 National Registration Records. The service is normally provided in support of application for pensions, citizenship, passports and similar situations where other more preferred administration records are required but no longer exist or, as in a number of cases, were never issued. Census questionnaires may be used to draw samples for post-censal surveys addressing issues of current social concern. ***Retention and Disposal Standards:*** Records are retained indefinitely. ***TBS Registration:*** 001839 ***Bank Number:*** STC PPU 005

Census of Population – Testing Program

Description: This bank contains information collected from surveys used to test Census of Population questions. The records in this bank are organized geographically, by test module and year. To retrieve a record from this bank, the precise address at the time of the test, the name of the test module and the year surveyed are required. ***Class of Individuals:*** Individuals selected to participate in voluntary Census-testing surveys. ***Purpose:*** The surveys are part of the testing program for the Census of Population. The objectives of the test surveys are to determine whether new or revised questions proposed for the Census can be easily understood and correctly answered, and to assess public reaction to these questions by testing them on a small-scale and voluntary basis. ***Retention and Disposal Standards:*** The records are retained for 15 years. ***TBS Registration:*** 002096 ***Bank Number:*** STC PPU 007

■ Household Surveys Division

Fuel Consumption Survey

Description: The databank contains information (last collected in 1989) about personal-use vehicles in Canada, including total distance travelled, total amount of fuel consumed, average distance per unit of fuel, and total expenditures on fuel. ***Class of Individuals:*** Individuals operating passenger cars who are selected to participate in the survey. ***Purpose:*** The purpose of the Fuel Consumption Survey is to provide data on personal-use vehicles in Canada which can be used to measure trends in fuel consumption. ***Retention and Disposal Standards:*** The paper records are retained for five years. ***TBS Registration:*** 002190 ***Bank Number:*** STC PPU 017

Labour Force Survey

Description: The Labour Force Survey is a monthly survey conducted on a sample basis of approximately 64,500 households. The records are identified by name and carry information on the family composition, activities and characteristics of individuals who constitute the Canadian labour force. Data content includes the demographic profile of the respondent, employment profile, such as name of employer, hours of work, and tenure. For those without work, information is available on work history, job search activities, and type of work sought. Data are also available on the educational pursuits of the respondent. The data are maintained in such a way as to permit the production of statistics at the level of selected Census Metropolitan Areas (CMA), economic regions and the provinces, and for selected non-CMA urban areas based on quarterly estimates. It is for this reason that information relating to an individual cannot be retrieved based on name alone. The requester must provide the month(s) and year surveyed and the precise address at the time of the survey. There are also a number of special surveys that are conducted as supplements to the Labour Force Survey covering a variety of topics including work patterns, leisure time activities, absence from work, travel to work, income, etc. To retrieve a record, the requester must provide the subject of the special survey, the year the survey was conducted, and the precise address at the time of the survey. ***Class of Individuals:*** Individuals who constitute the Canadian labour force. ***Purpose:*** The main purpose of the bank is to produce unemployment figures. The data also enable a wide variety of additional information to be derived on the characteristics of the Canadian labour force and on the population over age 15 in general. ***Retention and Disposal Standards:*** The records are retained for 50 years. ***TBS Registration:*** 001841 ***Bank Number:*** STC PPU 015

Special Surveys

Description: This bank contains social and demographic data obtained from special ad hoc surveys, conducted by the Household Surveys Division, which do not form part of the regular survey-taking activity of the Agency. They cover a variety of socio-economic topics, including health, housing and labour market activities, as well as demographic data. The information may include name, social insurance number, addresses or telephone number. ***Class of Individuals:*** Individuals selected to participate in the special surveys. ***Purpose:*** The data are used by sponsoring agencies or Statistics Canada to either evaluate or benchmark existing socio-economic programs, or in the development of such programs. The data collected may be one-time ad hoc measures, or a series of point-in-time measures, including longitudinal. ***Retention and Disposal Standards:*** The paper records are retained for five years. The machine-readable records are retained indefinitely. ***TBS Registration:*** 002189 ***Bank Number:*** STC PPU 016

■ Canadian Centre for Justice Statistics

Homicide Statistics

Description: This bank contains information obtained from police forces on characteristics of homicide incidents, characteristics of the victims and suspects, the relationship between suspects and victims, etc. ***Class of Individuals:*** Individuals who are victims of homicides and individuals who are suspected of committing a homicide. ***Purpose:*** The purpose of this bank is to provide information relating to the extent of homicide in Canada; to describe the types and circumstances of homicide incidents and offenses, as well as the essential characteristics of people involved in them; and to indicate how law enforcement agencies deal with the incidents as well as the apprehended suspects. ***Retention and Disposal Standards:*** Records are to be retained indefinitely. ***TBS Registration:*** 001861 ***Bank Number:*** STC PPU 025

■ Canadian Centre for Health Information

Canada Health Survey

Description: This bank contains information obtained from the Canada Health Survey, including demographic data, health status, health consequence and risk factor information as well as anthropometric measurements and blood test analyses. ***Class of Individuals:*** This information relates to individuals in Canada who responded to the Canada Health Survey conducted during 1978 and 1979 by Health and Welfare Canada and Statistics Canada. ***Purpose:*** The purpose of this bank is to produce data relating to the health of Canadians, including alcohol and tobacco use, activity and fitness, seatbelt use, immune status, health problems and disability, emotional health, blood pressure, health services and medication. The data serve as input to the planning of health care, health promotion and disease prevention by governments and others. ***Retention and Disposal Standards:*** The records will be retained for 25 years. ***TBS Registration:*** 001852 ***Bank Number:*** STC PPU 075

Canadian Peritonitis Registry

Description: This bank contains demogrpahic, diagnostic and treatment information on patients with end-stage renal failure, who are being treated by any form of peritoneal dialysis. ***Class of Individuals:*** Renal failure patients who receive peritoneal dialysis treatment and have developed peritonitis. ***Purpose:*** To analyze data on peritonitis to determine risk factors and to provide results of the analysis to participating renal failure units. ***Retention and Disposal Standards:*** Records are retained indefinitely. ***TBS Registration:*** 002669 ***Bank Number:*** STC PPU 061

Canadian Renal Failure Register

Description: The information in this bank is provided by reports from hospital dialysis and transplantation centres, about all new patients starting treatment for chronic renal failure. Basic information includes the name of patient, socio-demographic characteristics of the patient, and diagnostic and treatment information. ***Class of Individuals:*** This information, collected annually, relates to patients starting treatment for chronic renal failure. ***Purpose:*** The purpose of this bank is to access the number of cases under treatment and to produce data to be used in evaluating the efficiency of the treatment modes. ***Retention and Disposal Standards:*** The files are retained for 100 years. ***TBS Registration:*** 001849 ***Bank Number:*** STC PPU 060

Dental Hygienists Database

Description: This bank contains socio-economic and demographic data on licensed/qualified dental hygienists. Variables include highest level of education, school years and place of graduation, type of employer, percentage of time spent in dental hygiene activities and numerically coded place of residence and employment. The files are not identified by a name but by a national registration number. The last survey was completed in 1983. ***Class of Individuals:*** This information, collected annually, relates to licensed or qualified dental hygienists. ***Purpose:*** The purpose of this bank is to produce statistical data on the socio-economic and demographic characteristics of dental hygienists qualified to practise and reside in Canada, and to provide information to manpower planning groups and other users as a source of data for analysis and special studies. ***Retention and Disposal Standards:*** The files are retained for 25 years. ***TBS Registration:*** 001846 ***Bank Number:*** STC PPU 045

Hospital Morbidity

Description: This data bank contains information obtained from general and allied special hospitals in Canada on patients that have separated (discharges and deaths). The files are identified by a number assigned by the hospital and contain demographic information on the patient such as age, sex, diagnosis, surgical operations, length of stay, condition of discharge, residence of the patient etc. Some of the files are identified by a patient number to which Statistics Canada does not have the key. ***Class of Individuals:*** This information, collected annually, relates to patients that have been separated from general and allied special hospitals in Canada. ***Purpose:*** The purpose of this bank is to provide national hospital morbidity statistics, including number of patients separated from general and allied special hospitals, average length of stay, and causes of hospitalization. ***Retention and Disposal Standards:*** The files are retained for 100 years. ***TBS Registration:*** 001848 ***Bank Number:*** STC PPU 055

Integrated Vital Statistics Database

Description: This bank has integrated information obtained from the universal systems of registration of births, marriages, deaths and stillbirths. These are originally recorded and accumulated by registrars of vital statistics in each province and territory. The information on births relates to place of birth, particulars on parents (name, birthdate, marital status of mother) and particulars of the child (surname and name). The information on stillbirths relates to particulars of the child, (place of birth, sex, weight) and particulars of parents (name, birthdate, ethnic group). The marriage component of the database contains information on the bride and bridegroom (name, marital status, birthdate, mother tongue), particulars of parents (name, birthdate, birthplace) and on the date and place of marriage. Information on deaths relates to name of deceased; date, place and cause of death. The information has been obtained through formal arrangements with the provinces and is to be used for statistical purposes only. Statistics Canada, therefore, is unable to respond to requests for information contained in this bank, pursuant to section 19(1)(c) of the Privacy Act. Any individual wishing to obtain information relating to the registration of births, marriages or deaths should contact the appropriate provincial registrar. ***Class of Individuals:*** This information, collected annually, relates to all individuals who were born in Canada or the United States and are Canadian residents; married or died in Canada; or a Canadian resident who died in the United States. ***Purpose:*** The purpose of the bank is to provide input into the production of estimates of births, marriages and deaths for Canada and the provinces. These data are also used in special studies relating to, for example, mortality, fertility and life expectancy. Vital statistics are the prime components used in intercensal population estimates. ***Consistent Uses:*** The Mortality Database, which forms part of the Integrated Vital Statistics Database, is used as one of the input files in long-term medical follow-up studies. It provides information on date, cause and place of death for individuals in a particular study group (see Personal Information Bank STC PPU 076). ***Retention and Disposal Standards:*** The files are retained for 100 years. ***TBS Registration:*** 001844 ***Bank Number:*** STC PPU 035

Long-Term Medical Follow-Up Study Files

Description: The Long-Term Medical Study Files are comprised of information from two sources: input study files from groups outside Statistics Canada, and the Mortality Database which is part of the Integrated Vital Statistics Database STC PPU 035 maintained by Health Division. The input files contain records of individuals which have been supplied by employers, unions, health surveys or other research groups. These input files are then matched to the Mortality Database to provide information on date, cause and place of death. The input study files may contain from several hundred to many hundreds of thousands of records depending on the size of the study group. Individual identifying information includes names, birthdate, birthplace and place of residence. The name of the individual's parents or spouse may also be included where this information is required to confirm the validity of a linkage. The input study file and the file containing the death records to which the study file records were linked are kept separately. An identification number is present on both files which can bring corresponding records together if necessary. The files are stored on passworded tapes in the Statistics Canada tape library. ***Class of Individuals:*** This database contains records of individuals who form part of population groups identified by employers, unions, health surveys, or other research organizations. ***Purpose:*** Health statistics, in general, are used to describe the state of health of the Canadian people and the occurrence of illnesses. In particular, these files are primarily used to provide researchers with data they need to compare the rates and causes of death in groups exposed to different levels or types of chemicals, diet, medical treatment, x-rays, disease, etc. This in turn gives information needed by policy makers to set appropriate levels of exposure to toxic agents in occupational, environmental and medical settings. ***Retention and Disposal Standards:*** The files are generally retained for a minimum of five years. ***TBS Registration:*** 001860 ***Bank Number:*** STC PPU 076

Medicare Records

Description: This bank contains medical and demographic information from the Medicare files of the Provinces of Manitoba and Saskatchewan commencing with the period 1984/85. This information has been obtained through formal arrangements with the province and is to be used for statistical purposes only. Statistics Canada is unable to respond to requests for information contained in this bank pursuant to section 19(1)(c) of the Privacy Act. ***Class of Individuals:*** Persons for whom a claim has been submitted to the Medicare plans of the Provinces of Manitoba and Saskatchewan. ***Purpose:*** To create and examine profiles of disease in Canada from an epidemiologic perspective. ***Consistent Uses:*** To achieve the purpose described above will involve linkage of the Hospital Morbidity files (STC PPU 055) and the Mortality files (STC PPU 035). ***Retention and Disposal Standards:*** Records are retained indefinitely. ***TBS Registration:*** 002673 ***Bank Number:*** STC PPU 056

National Cancer Incidence Reporting System

Description: The information in this bank is provided by the 10 provincial cancer registries and health authorities responsible for cancer registration in the Yukon and Northwest Territories. The information relates to each newly diagnosed case of primary cancer and includes the name of the person with cancer, socio-demographic characteristics of the person, and diagnostic information. ***Class of Individuals:*** This information, collected annually, relates to all individuals diagnosed as having primary cancer as reported to provincial tumour registries. ***Purpose:*** The purpose of this bank is to provide input into the production of data relating to the counts of new cases of cancer reported to provincial tumour registries by site of tumour, age, sex and method of diagnosis. These data are to provide a large base of information for the study of variations in cancer incidence by person characteristics and geographic region and to allow the monitoring of trends in cancer incidence over time. ***Retention and Disposal Standards:*** The files are retained for 100 years. ***TBS Registration:*** 001850 ***Bank Number:*** STC PPU 065

Registered Nurses Database

Description: This bank contains socio-economic and demographic data obtained from provincial nurses' associations on registered nurses licensed to practise in Canada. The information includes basic and post-basic nursing education, year and location of graduation, activity status, type of employer, position and numerically coded location of residence and employment. The files are identified by a provincial registration number. ***Class of Individuals:*** This information, collected annually, relates to registered nurses licensed to practise in Canada. ***Purpose:*** The purpose of this bank is to produce data on nursing manpower. These data, along with data relating to other health occupations, provide a source of national health manpower data used by planning groups and other users for analysis and special studies. ***Retention and Disposal Standards:*** The files are retained for 25 years. ***TBS Registration:*** 001847 ***Bank Number:*** STC PPU 050

Tuberculosis Database

Description: This bank contains information provided by provincial tuberculosis registries relating to the socio-demographic characteristics of the patient, diagnostic information and treatment history. ***Class of Individuals:*** This information, collected annually, relates to individuals with new or reactivated cases of tuberculosis. ***Purpose:*** The purpose of this bank is to produce data on the incidence of tuberculosis, including number of admissions, discharges and deaths of patients and patients in institutions classified by medical, social and personal characteristics. ***Retention and Disposal Standards:*** The files are retained for 100 years. ***TBS Registration:*** 001851 ***Bank Number:*** STC PPU 070

■ Education, Culture and Tourism Division

Creative and Performing Artists

Description: This bank contains information identifying individuals within specified criteria as visual artists, writers, actors, directors, performing musicians, composers, dancers and choreographers. Names, addresses and particular disciplines are included. ***Class of Individuals:*** Creative and performing artists in Canada. ***Purpose:*** The information was compiled to conduct surveys on the background, career orientation and economic well-being of those attempting to work professionally as creative and performing artists in Canada. ***Retention and Disposal Standards:*** The information is retained indefinitely. ***TBS Registration:*** 002098 ***Bank Number:*** STC PPU 102

Elementary/Secondary Teacher Database

Description: This bank contains information relating to characteristics of individuals who form part of the educational staff employed full- or part-time in public elementary-secondary schools for all provinces. ***Class of Individuals:*** This information, collected annually, relates to all individuals who form part of the educational staff employed full- or part-time in public elementary/secondary schools for all provinces. ***Purpose:*** The purpose of this bank is to produce statistical information relating to full-time instructional and administrative school staff at the elementary/secondary school levels in all provinces according to gender, age, staff position, and employment status. ***Retention and Disposal Standards:*** The files are to be retained for 55 years. ***TBS Registration:*** 001853 ***Bank Number:*** TSC PPU 080

National Graduates Survey

Description: Surveys among graduates of postsecondary education programs have been carried out in 1978, 1984, 1987, 1988 and 1991. The surveys were carried out using a sample of 1976 graduates (for the 1978 survey), and 1982 graduates (for the 1984 and 1987 surveys) and 1986 graduates (for the 1988 and 1991 surveys). In each case, lists of graduates from universities, colleges and trade-vocational schools were obtained. The lists contain information relating to approximately 112,000 1976 graduates (Quebec graduates excluded) 220,000 1982 graduates and 250,000 1986 graduates. The information includes the name, address, telephone number, graduation qualification and major field of study for each graduate. Approximately 50000 persons were selected to be interviewed for each survey, with 36000 responding in 1984. The 1987 survey attempted to re-interview these 36000, obtaining approximately 31000 responses. Information collected included the extent of work experience before graduation and in the years after graduation, occupations and industries for jobs being held two years (five years in the 1987 survey) after graduation, details of further studies since graduation, and general classificatory information (e.g., age, marital status, sex, language). The 1991 survey attempted to re-interview approximately 40,500 1986 graduates who responded in 1988. They were asked about labour force status and detailed questions about their job, if any. ***Class of Individuals:*** This information relates to graduates from trade-vocational, college and university programs in calendar years 1976, 1982 and 1986. ***Purpose:*** To produce statistical information for monitoring graduates' transition from school to work and their success in finding work related to their fields of study. The information is provided to students and guidance counsellors to help choose appropriate fields of study; and to education planners to organize courses and programs of study. It is also used by analysts to develop projection models of supply and demand of manpower by occupation, seeking out imbalances in the labour market. Also included are evaluations of the extent to which graduates succeed in findings jobs related to their fields of study, and the extent to which retraining leads to career changes. ***Retention and Disposal Standards:*** Records are retained for 100 years. ***TBS Registration:*** 001858 ***Bank Number:*** STP PPU 100

Postsecondary Student Survey

Description: The survey population for the 1975 and 1984 Postsecondary Student Survey was provided by the registrars of postsecondary institutions. It included the name, address, telephone number and registration characteristics of all students registered in a regular credit course during the fall term of 1974-75 and 1983-1984. A sample of 100,000 and 64,000 individuals was selected for the survey and a total of 60,000 and 45,000 responses were received. The survey sought information relating to the current education, other education and employment of the respondent, as well as background characteristics. It also collected information with respect to how the respondents financed their education. ***Class of Individuals:*** This information relates to all students registered for credit courses in Canadian universities and community colleges or equivalent institutions at the time of the survey. ***Purpose:*** The purpose of the Postsecondary Student Survey is to provide comprehensive data on those who attend postsecondary institutions in Canada, their fields and levels of study, and how they finance their postsecondary education. The data will provide a basis for the analysis of such issues as accessibility to postsecondary education in Canada. ***Retention and Disposal Standards:*** Records are retained for 100 years. ***TBS Registration:*** 001859 ***Bank Number:*** STC PPU 095

Postsecondary Teacher Database

Description: This bank contains information relating to the salary, qualifications, age, sex, immigration status, citizenship and discipline taught. There are no names in this data bank. Consequently, the number assigned to the individual by the institution is required for retrieval purposes, as well as the name of the institution and the year(s) the individual has taught at that institution. ***Class of Individuals:*** This bank is an annual census of all educational staff employed on a full-time basis in universities and other post-secondary institutions for all provinces. ***Purpose:*** The purpose of this bank is to produce statistical information relating to the population and salaries of full-time teachers, broken down into three distinct sections: salaries, age and qualification characteristics, and social and other characteristics. ***Retention and Disposal Standards:*** The files are to be retained for 55 years. ***TBS Registration:*** 001854 ***Bank Number:*** STC PPU 085

School Leavers Survey

Description: The bank contains information collected in the 1991 School Leavers Survey, covering such topics as a socio-economic profile, respondent health, school performance, lifestyle, literacy, labour market activity. For dropouts, additional topics include reasons for leaving, intentions on returning, labour market activities before/after leaving and other types of training/education received since leaving. ***Class of Individuals:*** Individuals who at the time of the survey are 18 to 20 years old, who have completed secondary school, dropped out or are still in the educational system. ***Purpose:*** The purpose of the School Leavers Survey is to develop comparative profiles of three groups of secondary school attendees: those who have successfully completed school, those still in the education system and those who have "dropped out". The survey results will allow analysts to better understand the relationship between the leavers and their backgrounds and their subsequent labour market experiences. ***Consistent Uses:*** Statistics Canada has entered into data-sharing agreements under section 12 of the Statistics Act with Employment and Immigration Canada and with provincial ministries of education, manpower and labour. The information provided to these departments will not contain personal identifiers and will be kept confidential and used only for statistical purposes. Respondents were advised of these agreements and were given the opportunity to object to the sharing of their data. ***Retention and Disposal Standards:*** Records are retained indefinitely. ***TBS Registration:*** 003013 ***Bank Number:*** STC PPU 093

Survey of Doctoral Degree Recipients

Description: This survey collected information on selected socio-economic characteristics of doctoral degree recipients in Canada, their educational background and work experience, and their career expectations. The survey began in 1981 and was discontinued in 1986. ***Class of Individuals:*** Recipients of a doctoral degree from a Canadian university. ***Purpose:*** The purpose of this survey was to produce statistical information used by the granting councils to study trends in post-graduate education with respect to the utilization of their funds, the employment pattern for graduates under the programs, the socio-demographic characteristics of the graduates, and to effect a cost analysis of the programs. ***Consistent Uses:*** Statistics Canada entered into data-sharing agreements under section 12 of the Statistics Act (R.S.C. 1985, ch. S19) with organizations identified on the questionnaire. Respondents were advised of these agreements and were given the opportunity to object to the sharing of their data. ***Retention and Disposal Standards:*** Records are retained indefinitely. ***TBS Registration:*** 002436 ***Bank Number:*** STC PPU 097

University Student Data Bank

Description: The information in this bank is obtained from the administrative files of Canadian universities and colleges. It includes demographic data, and information relating to the individual's activities as a student, such as qualification sought, discipline or specialization, etc. There are no names in this data bank. Consequently, the number assigned to the individual by the institution is required for retrieval purposes as well as the name of the institution and the year(s) the individual has studied at that institution. *Class of Individuals:* This bank contains annual information on full-time and part-time students enrolled in a Canadian university. *Purpose:* The purpose of this bank is to produce statistical information on winter session enrolment by province, institution, program and sex. *Retention and Disposal Standards:* The files are to be retained for 55 years. *TBS Registration:* 001855 *Bank Number:* TSC PPU 090

■ Post Censal Survey Program

Aboriginal Peoples Database

Description: The database contains information on Aboriginal peoples resulting from the 1991 Post-Censal Survey of Aboriginal Peoples, covering such topics as population, education, labour force, culture, language, housing, health, justice, etc. Although the name of the aboriginal person was collected at the time of the survey, it is not data-captures and, therefore, does not appear on the automated database. The precise address of the aboriginal person at the time of the survey is required, therefore, to locate a record. *Class of Individuals:* Aboriginal persons, including Indians, Metis and Inuit, living on and off Reserves. *Purpose:* The objective of the Post-Censal Survey of Aboriginal Peoples is to provide a social and economic profile of Aboriginal peoples, including the barriers they encounter in areas such as employment and training, schooling, language, housing, etc. *Retention and Disposal Standards:* Records are retained indefinitely. *TBS Registration:* 003014 *Bank Number:* STC PPU 116

Database on Disabled Persons

Description: This database contains information on disabled persons in Canada, including the number of disabled persons, the nature and severity of the disability and the barriers faced by disabled persons. The information also addresses the need for, as well as the use and availability of, special aids and services. Although the name of the disabled person was collected at the time of the survey, it is not data-captured and, therefore, does not appear on the automated database. The precise address of the disabled person at the time of the survey is required, therefore, to locate a record. *Class of Individuals:* Disabled persons in Canada. *Purpose:* The purpose of this bank is to identify those Canadians who, for health-related reasons, are limited in the amount of activity they can perform on a day-to-day basis, and the nature and severity of the disability and the barriers that they face. This information is essential, particularly to governments and private organizations, to the process of developing programs and policies to eliminate these barriers. *Consistent Uses:* With respect to the Canada Health and Disability Survey, five-sixths of the Labour Force Survey (LFS) sample was used to identify a sample of disabled persons who were subsequently interviewed. The output of the survey was linked back to the LFS to obtain labour force activity data which were not included in the questionnaire. With respect to the Health and Activity Limitation Survey, the 1986 Census of Population was used to identify a sample of disabled persons who were subsequently interviewed. The output of this survey was linked back to the 1986 Census of Population file to obtain demographic data which were not included in the survey questionnaires. This would ease the burden on respondents since they had already provided these data for the Census. *Retention and Disposal Standards:* Records are retained indefinitely. *TBS Registration:* 001862 *Bank Number:* STC PPU 115

Business and Trade Statistics Field

■ Agriculture Division

Agriculture Database

Description: This database contains information obtained from the Census of Agriculture which is a statutory requirement, and from both farm and non-farm surveys. The records carry information on the socio-economic characteristics of farm operators and information relating to crops, livestock, poultry, machinery, farm operating expenses and agriculture receipts. From the non-farm surveys, information is available on production, inventory and sales in both the fruit and vegetable processing and the dairy processing sectors. The database also contains information from both the grain and oilseed industries. *Class of Individuals:* Individuals considered to be farm operators. *Purpose:* This bank provides a base inventory of Canadian agriculture, provides input to the System of National Accounts and provides information for production, marketing and policy decisions. *Consistent Uses:* Statistics Canada may release name and address information to other members of the national agricultural statistical system for statistical purposes if both the legal requirements imposed by the Statistics Act under section 16 and departmental list release policy guidelines are met. *Retention and Disposal Standards:* Currently, records are retained for 100 years. *TBS Registration:* 001843 *Bank Number:* STC PPU 030

Communications and Operations Field

■ Survey Operations Division

Interviewer Selection/Performance Bank

Description: The bank contains application forms, results of interviews, written test results, conditions of employment, performance assessment documents and other related correspondence relating to individuals hired as a statistics Canada interviewer. It also contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and includes the social insurance number as well as correspondence related to the administration of pay and benefits. Individuals seeking access to their records should identify the regional office where they were employed. *Class of Individuals:* Individuals hired under the Statistics Act no longer employed by Statistics

Canada. *Purpose:* The purpose of this bank is to provide administrative information for interviewer selections and performance evaluations; to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. *TBS Registration:* 001155 *Bank Number:* STC PPU 121

Referrals to Department of Justice re: Refusal to Complete Census of Population or Census of Agriculture Questionnaire

Description: The information held in this bank consists of correspondence between Statistics Canada/Department of Justice and individuals, where they have refused to complete a Census of Population or Census of Agriculture questionnaire and the case has been referred to the Department of Justice for prosecution. The bank also contains information that enables an assessment of each case. *Class of Individuals:* Individuals who have refused to complete a Census of Population or Census of Agriculture questionnaire and whose case has been referred to the Department of Justice for prosecution. *Purpose:* The information in this bank is obtained in order to determine whether to pursue in a court of law those individuals who have refused to complete a Census of Population or Census of Agriculture questionnaire as required by the Statistics Act. *Consistent Uses:* The original records are provided to the Department of Justice for prosecution purposes. *Retention and Disposal Standards:* Records are retained for 15 years. *TBS Registration:* 002097 *Bank Number:* STC PPU 120

Informatics and Methodology Field

■ Small Area and Administrative Data Division

Social Assistance Administrative Data

Description: This bank contains social assistance records including basic client information by month and year, and financial information about client by month/year. The information has been obtained through formal arrangements with the province and is to be used for statistical purposes only. Statistics Canada, therefore, is unable to respond to requests for information contained in this bank, pursuant to paragraph 19(1)(c) of the Privacy Act. *Class of Individuals:* Recipients of social assistance. *Purpose:* The purpose of this bank is to enhance current statistical series in order to carry out statistical studies of the income dynamics of the Canadian population. *Consistent Uses:* Provincial social assistance records are linked to the annual T1 file to add social assistance information to the longitudinal T1 family file. *Retention and Disposal Standards:* The records are retained for five years. *TBS Registration:* 002437 *Bank Number:* STC PPU 125

Management Services Field

■ Data Access and Control Services Division

Inventory of Requests Made Under the Access to Information and Privacy Acts

Description: The bank contains case files which include the request forms or letters sent by individuals requesting formal access to their files or other files controlled by Statistics Canada, the replies to such requests and information relating to their processing. *Class of Individuals:* All individuals who have applied, under the Access to Information Act or Privacy Act , for access to information controlled by Statistics Canada. *Purpose:* The purpose of this bank is to maintain a record of all requests received under the Access to Information Act and Privacy Act. The information is used for processing requests only, and to prepare reports for Treasury Board and Parliament on the number of requests received. *Retention and Disposal Standards:* Files will be kept for two years. *TBS Registration:* 001176 *Bank Number:* STC PPU 110

■ Financial Operations Division

Personal Service Contract Bank

Description: This bank contains the contracts, in some instances an evaluation of the work performed by the contractor, records of payments and related correspondence. It may also contain the curricula vitae and social insurance numbers of some individual contractors. *Class of Individuals:* This information relates to all individuals who have submitted a successful bid for a contract. *Purpose:* The purpose of this database is to maintain a record of personal service contracts awarded. *Retention and Disposal Standards:* Unless renewed, contract files are kept for six years after completion of service. *TBS Registration:* 001175 *Bank Number:* STC PPU 105

Classes of Personal Information

Business Statistics

The business database contains information which relates to the major industrial and services sectors of the economy. The information is obtained from establishments within companies through surveys, and from administrative records. It is used to describe the whole range of business activity in Canada, the goods and services produced, the cost structure of each industry and the location of industrial activity. It measures the kind and quality of goods produced, the costs of materials, labour and capital employed and the prices of both material and final products. The information is also a vital input to the System of National Accounts.

As some of the businesses surveyed are unincorporated, there is personal information in this database relating to owners of unincorporated businesses who can be identified by a social insurance number. The business data bank may contain personal information in respect of unincorporated businesses in the forestry, mining, energy and resource and manufacturing sectors; in retail and wholesale trade; in rail, road and water transportation industries; in services, communications and tourism industries; relating to general and trade contractors; and to importers and exporters.

Household Surveys

The Household Surveys Division is responsible for a number of household surveys including surveys on family expenditures, household facilities and equipment, and incomes of Canadian families and individuals. In some cases, the name of an individual respondent is collected. In other cases, the respondent may be a household unit or a spending unit. In all cases, however, the information is maintained geographically and is not intended to be retrieved by name or other personal identifier.

The following is a description of the classes of personal information maintained by the division.

Consumer Finances Survey

This is an annual survey of households, conducted on a sample basis, designed to measure the distribution of income and to provide other yardsticks of the economic well-being of Canadian families and individuals. The records carry information on wages and salaries and other income, selected family and personal characteristics. To retrieve a record from this class of personal information, the requester must provide the year he/she was surveyed and the precise address at the time of the survey. For those years when the survey is carried out in conjunction with the Labour Force Survey, it may be possible to locate records relating to an individual. However, for those years when it is conducted independent of the Labour Force Survey, after the processing cycle is complete and the questionnaires are destroyed (usually after one year), it would be necessary to provide certain personal characteristics such as age and sex to permit the identification of an individual in a household group.

Family Expenditures Survey

Collects information, obtained by a sample survey of households, on expenditures by families and single persons living in private households, covering their complete budgets. A primary use of the information is for reviewing and updating the weights for the Consumer Price Index. As with the other classes of personal information maintained by the agency, this information is not intended to be retrieved by name or other personal identifier.

Administrative Files Obtained from Federal Government Departments for Statistical Purposes

The Statistics Act, under which Statistics Canada operates, gives to the Agency the authority to access records maintained in any federal department or municipal office, corporation, business or organization where the information sought relates to the mandate of this Agency. Accordingly, Statistics Canada has entered into a number of arrangements with other federal government departments to access administrative files of those departments for the purpose of extracting data for statistical purposes. This has allowed Statistics Canada to exempt many respondents, particularly small businesses, from the filing of regular questionnaires.

Since the use made by Statistics Canada of this information is secondary to the original purpose for which it was gathered, requests for access to personal information from these files should be addressed to the department responsible for the original collection of the data. Any requests received by Statistics Canada, either for a copy of an individual record or for corrections to a record, will be referred to the originating department for response.

Department of Employment and Immigration/Canada Employment and Immigration Commission

The following is a list of the files obtained. Statistics Canada may receive the entire file or only part thereof, depending on its requirements:

EIC PPU 054 Trainee Documentation Form for Job Entry File
EIC PPU 061 Trainee Documentation for the Skill Shortages Program
EIC PPU 066 Job Development Program
EIC PPU 150 Unemployment Insurance Claim File
EIC PPU 180 Benefit and Overpayment Master File
EIC PPU 210 Report on Hirings
EIC PPU 225 Immigrant Case File
EIC PPU 230 Permanent Resident Data System
EIC PPU 285 Visitor Case File
EIC PPU 290 Foreign Student Records and Case File
EIC PPU 295 Temporary Worker Records and Case File
EIC PPU 300 Minister's Permit Case File
EIC PPU 385 Record of Employment
EIC PPU 390 Social Insurance Number Registration

Department of National Health and Welfare

HWC PPU 115 Old Age Security – Master Database

HWC PPU 125 Family Allowances – Master Database

Department of Revenue Canada (Taxation)

RCT PPU 005 Individual Income Tax Return
RCT PPU 040 Taxation Taxpayer Master File

Department of Justice

JUS PPU 005 Central Divorce Registry

Routine Correspondence and Other Subject Files

In the course of conducting the programs and activities of Statistics Canada, categories of personal information may be accumulated which are not contained in specific information banks described in this entry. Such information includes inquiries, complaints and general correspondence which are stored as part of the general subject files and are not retrievable by any personal identifier. This form of personal information is normally retrievable by means of specific information such as subject and/or date of communication. The retention periods associated with this information are consistent with those associated with the general subject files wherein they are stored.

Manuals

The manuals used by Statistics Canada in carrying out its policies, programs and activities are instruction manuals developed to cover all phases of data acquisition, production and publication. These manuals can be accessed by identifying the subject.

In addition, working manuals produced by Statistics Canada are listed in the Current Publications Index and are available for purchase through Publications Sales, Ottawa, Ontario K1A 0T6, or through any of the Statistics Canada regional reference centres listed under "Reading Room". These manuals are also available for public reference. They are:

- Canadian Export Classification: based on the Harmonized System (12-578)
- Canadian Standard Industrial Classification for Companies and Enterprises (12-570)
- CANSIM: Mini Base Series Directory (12-569)
- Changes to Municipal Boundaries, Status and Names (12-201)
- Development and Design of Survey Questionnaires (12-519)
- Guide to Sub-provincial Data (Excluding Census Data)
- Inventory of Statistics Canada Questionnaires on Microfiche (12-205)
- Standard Geographical Classification, Vol. I, The Classification (12-571), Vol. II, Reference Maps (12-572), Vol. III, Changes, 1981-1986 (12-573)
- Standard Industrial Classification Manual(12-501)
- Standard Occupational Classification 1980 (12-565)
- Survey Methodology (12-001)
- Survey Sampling: A Non-Mathematical Guide (12-602)
- Word Division in French (12-601)

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about Statistics Canada and its various programs and functions may be directed to:

Communications Division
Statistics Canada
R.H. Coats Building
Tunney's Pasture
Ottawa, Ontario
K1A 0T6

Private Sector Relations
(613) 951-1091

Public Sector Relations
(613) 951-1106

Reading Room

Statistics Canada's library has been designated under the Access to Information Act as a public reading room. The address is:

Prairie Region
2nd Floor
R.H. Coats Building
Tunney's Pasture
Ottawa, Ontario

In the regions, reference centres manned by advisory service personnel have been designated. Their addresses are:

Atlantic Region

Statistics Canada
Advisory Services
North American Life Centre
1770 Market Street
Halifax, Nova Scotia
B3J 3M3

(902) 426-5331

Atlantic Region – Newfoundland

Statistics Canada
Advisory Services
3rd Floor, Viking Building
Crosbie Road
St. John's, Newfoundland
A1B 3P2

(709) 772-4073

Quebec Region

Statistics Canada
Advisory Services
Suite 408, East Tower
Guy Favreau Complex
200 René Lévesque Boulevard West
Montreal, Quebec
H2Z 1X4

(514) 283-5725

National Capital Region

Statistics Canada
Statistical Reference Centre (NCR)
R.H. Coats Building
Ottawa, Ontario
K1A 0T6

(613) 951-8116

Ontario Region

Statistics Canada
Advisory Services
10th Floor, Arthur Meighen Building
25 St. Clair Avenue East
Toronto, Ontario
M4T 1M4
(416) 973-6586

Ontario Region – Eastern and Northern Ontario

Statistics Canada
Advisory Services
Civic Administration Centre
225 Holditch Street
Sturgeon Falls, Ontario
P0H 2G0

(705) 753-4888

Statistics Canada
Advisory Services
8th Floor, Park Square
10001 Bellamy Hill
Edmonton, Alberta
T5J 3B6

(403) 495-3027

Prairie Region – Manitoba

Statistics Canada
Advisory Services
General Post Office Building
500 – 266 Graham Avenue
Winnipeg, Manitoba
R3C 0K4

(204) 983-4020

Prairie Region – Saskatchewan

Statistics Canada
Advisory Services
9th Floor, Avord Tower
2002 Victoria Avenue
Regina, Saskatchewan
S4P 0R7

(306) 780-5405

Prairie Region – Southern Alberta

Statistics Canada
Advisory Services
Room 401, First Street Plaza
138 – 4th Avenue South East
Calgary, Alberta
T2G 4Z6

(403) 292-6717

Pacific Region

Statistics Canada
Advisory Services
Sinclair Centre, Suite 440F
757 West Hastings Street
Vancouver, British Columbia
V6C 3C9

(604) 666-3691

Toll-free Numbers

Toll-free telephone access is provided in all provinces and territories for users who reside outside the local dialling area of any of the reference centres:
Newfoundland and Labrador – 1-800-563-4255

Maritimes – 1-800-565-7192
Quebec – 1-800-361-2831
Ontario – 1-800-263-1136
Manitoba – 1-800-542-3404
Saskatchewan – 1-800-667-7164
Alberta – 1-800-282-3907
Southern Alberta (Calgary) – 1-800-472-9708
British Columbia – 1-800-663-1551
Yukon and Atlin, B.C. – Zenith 08913
Northwest Territories – call collect: (403) 495-3028

Status of Women Canada

Chapter 109

General Information

Background

In 1971, the federal government created the Office of the Coordinator, Status of Women within the Privy Council Office. In 1976, the Office of the Coordinator, Status of Women was removed from the Privy Council Office. It was named a department under Order-in-Council P.C. 1976-779 and became known as Status of Women Canada.

Responsibilities

Status of Women Canada ensures that the federal government carries out its commitment to equality between women and men and to women's equality in all spheres of Canadian life.

Legislation

- Order in Council, P.C. 1976-779

Organization

■ Policy Analysis and Development Directorate

This function involves the systematic analysis of the impact of existing or proposed government programs, initiatives, policies and legislation with regard to their impact on women. This directorate is also responsible for developing projects concerning the statue of women and for the administration of a federal aboriginal women economic development program. Policy analysis and development is carried out at the federal level, as well as in co-operation with provincial and territorial governments and international bodies.

■ Intergovernmental and Non-governmental Relations Directorate

This function consists of ongoing consultations with women's groups, academics and other groups and individuals at all levels interested in women's issues in Canada and abroad. It is aimed at informing the Minister of the current environment and assisting these groups and individuals in their contacts with the federal government. Status of Women Canada also represents Canada on the United Nations Commission on the Status of Women and the Organization for Economic Co-operation and Development's Working Party on the Role of Women in the Economy.

■ Communications Directorate

This function informs women's groups and the general public of federal priorities and programs relating to the status of women. It undertakes the preparation of speeches, correspondence, and media briefings. It also carries out media and correspondence analysis, responds to queries from the public, issues publications and organizes special events.

■ Corporate Systems and Services Directorate

This directorate is responsible for the provision of corporate services in the areas of human, material and financial resource management for the Agency and the Office of the Minister Responsible for the Status of Women.

Information Holdings

Program Records

Acts and Legislation

Description: Contains information on legislative measures to amend or revise individual acts. *Topics:* Charter of Rights and Freedoms; Unemployment Insurance Act; various pension acts; Criminal Code; Canadian Human Rights Act; Divorce Act; Indian Act; Child Care Act. *Program Record Number:* SWC SWC 050

Committees

Description: Contains material relating to the establishment of or participation in committees and working groups; interdepartmental and intergovernmental committees. *Topics:* Year of the Child; sexual harassment; child care; family violence; human rights; victims of crime; Year of the Disabled, 1981; women and aging; family benefits; reproductive health; education; counselling; aboriginal women and economic development. *Program Record Number:* SWC SWC 005

Conferences

Description: Contains material on functions; agendas; minutes; reports and participation in conferences by Status of Women Canada. *Topics:* Human Rights; Federal/Provincial/Territorial meetings of ministers responsible for the status of women; Constitutional Conference; Immigrant Women's Conference. *Program Record Number:* SWC SWC 010

Federal Agencies

Description: Contains material on co-operation and liaison activities with federal government agencies, boards, commissions, corporations and councils. *Topics:* Monitors program activities relating to women's issues; appointments of women; funding priorities. *Program Record Number:* SWC SWC 025

Federal Government Departments

Description: Correspondence between departments to ensure program objectives which promote women are met. *Topics:* Employment programs; employment services; maternity benefits; affirmative action; child care; family violence; health promotion; Canada Assistance Plan; female offenders. *Program Record Number:* SWC SWC 030

Federal/Provincial Relations

Description: Contains material relating to co-operation and liaison activities with federal, provincial and territorial departments and responsibility centres with respect to their various programs to promote equality between women and men. *Program Record Number:* SWC SWC 035

Foreign Countries

Description: Contains information on co-operation and liaison with foreign countries concerning the advancement and equality of women throughout the world. *Program Record Number:* SWC SWC 040

International Organizations

Description: Contains information on the advancement of women throughout the world and material on related programs to promote equality of women including UN, OECD, Commonwealth, Inter-American Commission for Women. *Topics:* UN Conventions and Declarations; International Conferences; UN Human Rights; world Program of Action; Employment of Women in Agencies; World Assembly on Aging; 1980 Conference on Decade for Women (Copenhagen); 1985 Conference on Women (Nairobi). *Program Record Number:* SWC SWC 045

National, Provincial, International and Non-governmental Organizations

Description: Contains material relating to activities of national, provincial and international interest as it pertains to women's issues. *Program Record Number:* SWC SWC 020

Status of Women – General

Description: Contains material relating to the establishment of Status of Women, its functions, policies and procedures. *Program Record Number:* SWC SWC 015

Women and the Family, Children and Day Care

Description: Contains material of a general nature concerning women in the family; women as single parents; family violence; also includes information on child care and rights of children. *Program Record Number:* SWC SWC 055

Women in Public Life

Description: Contains material on women in public life; women in research; women in the economy; women in arts and culture; women in politics; and women in professions. *Topics:* Alcoholism; senior women; occupational health and safety; access to banking and credit; women business owners or entrepreneurs; women in the labour force; pay equity; sexual harassment; technological change; and pensions. *Program Record Number:* SWC SWC 060

Personal Information Banks

Talent Bank

Description: This bank contains the names and curricula vitae of potential female candidates for government boards, commissions, task forces, etc. The information is classified by experience and/or educational background. *Class of Individuals:* General public. *Purpose:* This bank has been established informally to respond to ministerial requests for names of women qualified to be appointed to government boards, commissions, task forces, etc. The Office of the minister responsible for the Status of Women is in charge of this bank. The names and curricula vitae of qualified women were referred by an executive search firm. Information acquired is used by the Minister to forward to colleagues when appointments are pending or being discussed. *Retention and Disposal Standards:* Three to five years. *TBS Registration:* 000573 *Bank Number:* SWC PPU 005

Classes of Personal Information

In the course of conducting its activities, Status of Women Canada accumulates categories of personal information which are stored as part of the general subject files where records are not normally retrieved by name of individual or other personal identifier. Such personal information may have been accumulated in the process of handling such complaints and enquiries as are made to the Minister and the Department. Due to the special nature of the Department's activities, these personal complaints and enquiries are usually forwarded to the appropriate department for individual assistance. The Department handles policy and program issues, but not personal program delivery matters. This form of personal information is normally retrievable only if specifics are provided concerning the issue of complaint, and the date and name of complainant. All issues dealing with federal government legislation, policies and programs as they impact on women are included. The retention periods for these classes of personal information are controlled by the record schedules of the general subject files in which they are stored.

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about Status of Women Canada and its functions may be directed to:

Communications Directorate
Status of Women Canada
360 Albert Street, Suite 700
Ottawa, Ontario
K1A 1C3
(613) 995-3901

Reading Room

In accordance with the Access to Information Act, the documentation centre has been designated as a public reading room. The address is:

360 Albert Street, Suite 700
Ottawa, Ontario.

Supply and Services Canada

Chapter 110

Background

Supply and Services Canada (SSC) was created on April 1, 1969, by the Government Organization Act.

Responsibilities

The Department of Supply and Services is the supply and accounting arm of the government and operates under two major programs. As a common service agency, the Department, through the Supply Program, acquires and provides goods and services in support of the operational programs of other federal government departments and agencies. Its activities include requirements definition; the acquisition of goods and services of a scientific, engineering and commercial nature; printing and publishing; traffic management; advertising management; security services; expositions; warehousing and distribution; assets managements; and disposal services.

The Services Program provides a broad range of administrative, management and advisory services to the government, including the administration of the Consolidated Revenue Fund and making payments from it; maintaining the accounts of Canada; operating the public service payroll and superannuation systems; and providing optional auditing, management consulting and certain accounting services to departments and agencies. The office of the custodian is administered within this program.

Legislation

- Defence Production Act, R.S.C. 1970, c. D-2, as amended
- Department of Supply and Services Act, R.S.C. 1970, c. S-18
- Public Service Superannuation Act, R.S.C. 1970, c. P-36 as amended
- Royal Canadian Mint Act, R.S.C. 1970, c. R-8
- Surplus Crown Assets Act, R.S.C. 1970, c. S-20
- Trading with the Enemy (Transitional Powers) Act, R.S.C. 1947, c. 24, as amended

Organization

Supply Operations Sector

The Supply Operations Sector is responsible for providing supply related common services to other government departments and agencies. These services include requirements definition; acquisitions of goods and services; printing, publishing, film and video services, exhibitions and displays; traffic management services; and advertising management.

Within the acquisitions service, it is the sector's responsibility to procure complex technical engineering and science products and services, as well as those that are of a commercial nature. The sector is also responsible for contracting out research and development requirements and public awareness programs.

The Sector is composed of six directorates and the Washington and European Regions, each with specific responsibilities. The six directorates are the following:

■ Supply Program Management Directorate (SPMD):

The Supply Program Management Directorate was established in September 1989. The Policy Review and Implementation Branch and the Policy Development Branch were transferred from the Corporate Policy and Planning Sector in July 1989 to form part of this new directorate. On April 1, 1991 the Statistical Information and Data Management Branch (SIDMB) was transferred to SPMD.

Supply Management Branch: Has the responsibility of undertaking a variety of studies on behalf of the Assistant Deputy Minister and the directorates as well as providing a support function in its capacity as a staff group. The branch is also responsible for the management of the Centre for Client Relations and the Supplier Promotion Program.

Policy Review and Implementation Branch: Carries out the systematic review of current procurement policies, revises these policies as appropriate in the Supply Policy Manual, implements new policies and provides an Advisory Service to procurement personnel, clients and suppliers. Furthermore, PRIB promulgates the Supply Policy Manual and the Customer Manual.

Policy Development Branch: Responsible for the development of policies and guidelines governing departmental supply operations.

Statistical Information and Data Management Branch: Accountable for the collection, management and dissemination of corporate data and information required to assist the management of Supply and Services Canada in its decision-making and to ensure fair and prudent service to client government organizations and suppliers.

■ Aerospace, Marine and Electronics Systems Directorate:

Responsible for providing electronics systems, aircraft, logistics, aerospace products support, marine inspection and technical services, armoured vehicles, marine and armament systems, as well as providing support within the commodity group. It also oversees the operation of a number of major Crown projects, such as: Canadian Patrol Frigate (CPF); Canadian Airspace Systems Plan (CASP); Tribal Class Update and Modernization Project (TRUMP); Drone Systems Project (DSP); Low Level Air Defence (LLAD); Infra-Red Search and Target Designation System (IRSTD); Recovery Assist, Secure and Traverse Project (RAST); Small Arms Replacement Project (SARP); New Shipborne Aircraft Project (NSA); Tactical Command, Control and Communication Systems (TCCCS); North American Air Defence Modernization Project (NAADMP); Canadian Towed Array Sonar Systems (CANTASS); the Anti-Armour Projects (AAP); the Naval Reserve Mine Countermeasures Project (NRMP); and the Mid-Life Modernization of the CCGS "Louis St.Laurent"; the Heavy Logistics Vehicle Wheeled Project (HLVW); the Light Support Vehicle Wheeled Project (LSVW) and the Northern Terrain Vehicle Project.

■ Industrial and Commercial Products Directorate:

Composed of one support and seven product branches. Each product branch is responsible for the supply management of a grouping of similar products and services.

Traffic Management Branch: Responsible for information on ensuring least-cost for shipping or movement of goods via one or all six modes of transport (air, road, sea, pipeline, rail and off-highway).

Clothing and Textiles Branch: Responsible for the procurement and design advice for clothing textiles, accessories and equipment.

Food, Drug and Scientific Products Branch: Responsible for the procurement of food, drugs as well s agricultural, forestry, industrial and medical products.

Special and Standard Vehicles Branch: Responsible for the procurement of special and standard vehicles as well as mobile equipment and logistics.

Energy and Fleet Support Branch: Responsible for the procurement of energy, Northern supplies, lubricants, industrial chemicals, coal, the Government of Canada Credit Card System and vehicle fleet support.

Security, Safety and Industrial Products Branch: Responsible for the procurement of scientific and photographic equipment; security; fire fighting equipment; industrial machinery and tools as well as industrial and testing equipment.

Electronics, Electrical and Construction Products Branch: Responsible for the procurement of electronic products, mechanical equipment and prefabricated buildings as well as electrical products.

■ Office Automation Services and Information Systems (OASIS) Directorate

Is the procurement centre of SSC responsible for the acquisition of the following goods and servicess for federal departments and agenices: electronic data processing (EDP) systems; computer hardware and software; informatics professional services; micrographic services; office equipment; office furniture and suppliers; and Stocked Item Supply (SIS). OASIS has recently been re-organized into four branches: the Information System Procurement Branch, the informatics Services Procurement Branch and the Quality Management Branch responsible for procurement, and the Operations Support Branch. The latter is responsible for the key support functions to the Directorate and serves as a focal point of contact for client departments as well as industry. In addition, OASIS is currently responsible for two Major Crown Projects: The Canadian On-Line Secure Information and Communications System (COSICS) with External Affairs and International Trade Canada and the Canadian Forces Supply System Upgrade (CFSSU) with National Defence.

■ Science and Professional Services Directorate:

Science Branch: Provides a focal point for contracts in the areas of natural and human sciences. It is responsible for the following services: Mission-oriented research and development; feasibility studies in natural science; ongoing and new sciences and technologies; scientific data collection; scientific testing and standardization; human and social sciences; urban, regional and transportation studies.

Programs Branch (PB): Responsible for the Science Culture Canada Program, which provides funding assistance through contribution agreements to individuals and organizations for projects aimed at increasing public awareness of science and technology; the R&D Bulletin, a monthly publication used to promote science and technology, and the National Supplier Information System (NASIS), which is used to identify companies for potential contract work.

Professional Services Branch: Contracts for many diverse services: Consulting services, office temporary help, aerial surveying, air charter, aerial spraying, forest fire-fighting, security services; writing, editing, audio visual and language training services.

Canadian General Standards Board: Provides National and CGSB standards and specification in numerous subject areas, as well as a wide range of quality management services, such as Qualification and Certification Listing Programs and Quality Assessment (registration of manufacturing of quality systems) to all levels of government and the private sector.

Canada Communication Group

On June 6, 1990, Treasury Board approved the creation of the Canada Communication Group (CCG) as a Special Operating Agency (SOA) with the mandates of providing government services using a more business like approach. In keeping with this mandate, CCG provides communication services to government departments and agencies through its following divisions:

Printing Services: Provides a wide range of printing services to Parliament, government departments and agencies, either by procurement from commercial suppliers or by its own manufacturing facilities.

Publishing: Co-ordinates the publishing activities of government departments and agencies to effectively maximize public awareness of government policies, programs and services. Included is the management of the Associated Bookstores Program and the Depository Service Program, as well as the publication of the Canada Gazette and the Government Business Opportunities.

Professional Services: Provides contracting services for exhibits, film and video, photographic, signage, advertising, public relations, public opinion research, and related communications services on behalf of federal departments and agencies. In-house services related to clients' communication needs are also provided. Administers the Reference Canada Program which is a telephone referral service to provide Canadians with information on government services and programs.

Regional Operations: Provides printing and other communications services to federal government regional offices located in major centres across Canada.

Washington Region: Is located at the Canadian Embassy on Pennsylvania Avenue in Washington, D.C. It provides acquisition management and complete administrative services to the departments of the Canadian and U.S. governments, and facilitates liaison between them. The region also provides these services to the Canadian Commercial Corporation, provincial governments and federal agencies. The majority of the region's acquisition business volume is generated by the procurement of defence-related products and services from the U.S. Department of Defense, under its Foreign Military Sales program, and the administration of resulting contracts. The Washington Region is the only accredited Canadian procurement office to the United States Armed Services and, as such, negotiates to obtain the most advantageous terms and conditions for the acquisitions. The region also assists and represents the Canadian Commercial Corporation in the promotion of business opportunities for Canadian industry. Working closely with the economic section at the Canadian Embassy, the region contributes to the enhancement of trade opportunities with the U.S.A.

European Region: With headquarters in London, England, is responsible for serving the needs of customer departments located in Canada, as well as federal agencies overseas. The London office, located in the Canadian High Commission, is responsible for procurement, mainly of specialized, unique items from all countries of Europe other than those noted below. This office also provides a field contract administration service for major contracts placed directly from Canada, and a security clearance facility for Canadian government and industrial personnel visiting United Kingdom secure facilities. The Canadian Government Supply and Services Office located in Koblenz, Germany, with a sub-office in Lahr, primarily supports Canadian Forces Europe through purchases from Germany, France and Belgium. The Canadian Government Services Office located in Lahr provides payment and accounting services to the Canadian Forces and their dependents stationed in Europe. In addition, the Canadian Government Expositions Centre, Paris, located in the Canadian Embassy, provides specialized technical support for Canadian information, cultural and trade promotion programs in Europe, North Africa and the Middle East.

Finance and Administration Sector

This sector provides direction and control for the department in the following functional areas: Finance, administration, security, and contractual dispute resolution. In the area of finance, responsibilities include contract cost and financial review, resource analysis, financial policy and accounting services. In administration, responsibilities include policy development, forms management, materiel management, facilities management, library services corporate information holdings management. The chairman of the Contracts Settlement Board is responsible for contractual dispute resolution and settlement, and providing qualitative analysis with respect to contracts for the department's dispute avoidance program.

■ Administrative Services Directorate

Responsible, on behalf on the Deputy Minister, for the provision of support services that are required by virtually all programs and that are critical to the success of departmental components in meeting their goals and objectives. Those services include infrastructure (accommodation, lighting, heat, etc.), transportation and information, (forms, records management, library, etc.) and real property (materiel management, furniture purchasing, warehousing inventories and assets management). The directorate is also responsible for the establishment and management of the Government of Canada Ministers regional offices; the implementation of the Workplace Hazardous Materials Information System (WHMIS) and all other services of a like nature that can be provided more effectively to the department by an internal common service organization.

■ Industrial and Corporate Security Branch

Meets the Canadian government's national and international industrial security commitments; provides a broad range of internal security services including physical and personnel security and designated and classified information protection; conducts a personnel security clearance and reliability check program for the department and industry; conducts internal investigations; and manages the departmental data processing and communications security program.

Government Operational Services

As a result of a departmental reorganization in April 1990, the former Management and Operational Services Sector (MOSS) organization was dismantled in April of 1990. From the former organization, the following new structures were formed: the former Audit Services Bureau and the Bureau of Management Consulting merged to form the Government Consulting and Audit Agency (GCAA); IMS resulted from the former Information Systems Directorate; and Government Operational Services (GOS) was created through the amalgamation of the former Accounting, Banking & Compensation Directorate and Client Operational Services Directorate. A further realignment in April 1991 resulted in the dissolution of the Client Services function of Government Operational Services.

The mission of Government Operational Services is threefold: the fulfilment of Receiver General responsibilities, the administration of compensation services, and the provision of services and optional products in the area of finance and personnel. In fulfilling these roles, Government Operational Services is organized into the following areas of responsibility each of which are detailed below:

- Banking and Cash Management
- Central Accounting & Reporting
- Compensation Administration
- Common Services
- Portfolio Management

Banking and Cash Management: GOS is responsible for carrying out the public money and banking program activities mandated to the Receiver General by the FAA. Banking and cash management functions include the administration of the receipt, transfer, holding and disbursement of all public money of Canada, both at home and abroad, and the negotiation or tendering for all banking services and facilities required by the government. It has responsibility for the management of the deposit of all monies collected by government, and placement of all public money in interest earning accounts at Canadian and foreign financial institutions. GOS also redeems and validates all government payment instruments, (Receiver General cheques, direct deposit payments, Unemployment Insurance warrants), and carries out the responsibilities of the Custodian of Enemy Property.

Central Accounting and Reporting: GOS carries out its Receiver General central accounting and reporting responsibilities through the development and maintenance of the Central Accounts of Canada, the publication of various interim financial reports including monthly statements of financial operations for the central agencies, departments and the public, as well as preparation and publication annually of the public accounts of canada. To carry out these responsibilities, the Directorate operates the Central Accounting Systems (CAS) which control, track, analyse, aggregate and report on every Government of Canada financial transaction.

GOS also has responsibility for reciprocal taxation agreements through the Transitional Taxation Arrangements organization which provides for the payment of provincial sales taxes by the federal government, and for the payment of federal sales tax and excise tax by the provinces. However, with the implementation of the GST on January 1, 1991, these operations are winding down and this function will be discontinued as of March 31, 1992.

Compensation Administration: Authority and responsibility for the pay and benefits function for federal public servants are shared by all Government departments and agencies. The Treasury Board manages the compensation function for employees who staff the Government's departments and many of its agencies; individual departments and agencies administer day-to-day pay and benefits operations; and, some Crown Corporations manage and administer compensation for their respective employees.

GOS is responsible for the administration of compensation systems such as the provision of pay, pensions and insurance services on a government-wide basis through such products as Public Service Pay and Superannuation, RCMP Compensation, and Judges Pensions. Delivery of these services is accomplished through a national network of 16 services offices which respond to 100 departments and other federal organizations.

Common Services: GOS offers to departments and agencies optional personnel and financial systems and services derived from SSC's core systems in the compensation, payments and accounting areas. Services such as FINCON, the Departmental Personnel Management System (DPMS), the Departmental Reporting System (DRS), the Central Agency personnel information systems, PERSFILE, departmental employee benefit statements, optional accounting services and ad hoc reporting and downloading support common administrative functions within departments. Operating costs for providing most of these services are recovered from customer departments.

GOS is also responsible for the issue of payments on behalf of all government departments and agencies using the Consolidated Revenue Fund. It provides development of both generalized and customized systems for production and distribution of payments to the public, file maintenance systems and support services for keeping files up-to-date, and management administration reports. These services allow program departments to communicate with their clientele through the use of inserts with cheques and direct deposit statements.

Portfolio Support: Management Services is a service organization for the GOS portfolio. In addition to providing executive support to the Assistant Deputy Minister of GOS, Management Services also is responsible for the management and coordination of the development of strategic and operational planning in GOS; the maintenance of management information and reporting systems; the coordination of ongoing issues analysis and briefings to the ADM; and the provision of all internal administrative, personnel and financial services required to support Sector business activities. In addition, MSB provides assistance and guidance to United Way Campaign organizations of the federal government regarding administrative and financial matters through the United Way Advisory Committee.

Information Management Services Sector

Provides a focal point for departmental information management and related technologies. IMSS provides a focus for the management of the three primary resource areas of finance, personnel and materiel, in SSC and government-wide. This includes the management of information technology and SSC's responsibilities as a common services organization in support of information management government-wide. The business functions of IMSS are defined as: to develop, implement and maintain information management systems and databases; to provide, operate and maintain information technology and telecommunications facilities; to advise and provide guidance on information technologies, and technical support services; to develop strategies to position the information management capabilities of the Department; and, to provide common information management (e.g. data administration) services government-wide. Clients include Supply and Services itself, Treasury Board, other Federal Departments and Agencies, Crown Corporations, and other levels of government, both provincial and international.

Applications Services Directorate (ASD): Develops and maintains information systems in support of the Department's mandates: compensation and personnel management; financial management; assets and procurement management. It also manages internally and externally directed initiatives through the development/acquisition and maintenance of government-wide information systems. ASD provides personnel and expertise concerning applications and development projects initiated by SSC or it's Clients.

Delivers high quality, cost-effective computing services to support the delivery and management of all SSC business functions. This includes the architecture, engineering and production support of the technology platforms utilized by three national datacentres and twenty-one regional service centres. It also directs and manages the day-to-day operations of the national data network and the two datacentres. CSD also provides system software support, database management support and operations services.

Policy, Planning and Management Services Directorate (PPMS): Develops and communicates SSC policies, strategies, plans and the Quality Assurance program and standards, for Information Management/Information Technology (IM/IT). The Directorate provides coordinated planning, data management and standards for service-wide personnel data systems. PPMS undertakes this work in response to Central Agency policies and inter-departmental and government-wide plans and initiatives related to IM/IT. As well, the Directorate provides financial, personnel, communications and general administrative services and support to the Sector. PPMS also directs and provides executive support services for operational planning, issue analysis and management, project control and resource tracking as well as IM/IT training services for the Sector.

Office and Management Support Services Branch (OMSSB): Develops and delivers advanced office automation and management support systems. To satisfy SSC's Corporate and Regional needs, it provides enhancements to operational activities through the increased use of automation. The Software Exchange Service provided by OMSSB, facilitates the sharing and use of government owned application software throughout the government.

Telecommunications Services Directorate (TSD): Is responsible for the architecture, policy, planning, engineering, acquisitions, installation and security of telecommunications networks, systems and services required for SSC internal use, and for use in the delivery of SSC services to government. TSD is also responsible for the administration, operation, maintenance and control of the voice network, systems and services. TSD provides the administration and management of the SSC personnel and other resources required to support these networks, systems and services.

Consulting and Audit Canada

Formerly known as the two organizations of Audit Services and Bureau of Management Consulting, the Consulting and Audit Canada (CAC) is part of an innovative concept of management in government – Special Operating Agencies. CAC is a pilot agency. The aim of the agency is to provide professional auditing and consulting services to its clientele in a businesslike manner. It is a model in the establishment of a modern organization with special flexibility which strives for excellence in the pursuit of its objectives.

CAC is established as a Special Operating Agency within SSC in accordance wit Federal Expenditure Reductions and Management Improvement initiative announced by the President of The Treasury Board on December 15, 1989.

The mandate of CAC is to provide on a fee-for-service and on an optional basis, consulting, auditing and related services to the Government of Canada, Crown corporations, provincial and foreign governments, international organizations, not-for-profit organizations and other public sector organizations. The mandate under which CAC operates is derived from Section 7 (3) of the Department of Supply and Services Act.

The mission of CAC is to contribute to the improvement of public sector operations and management by providing a range of consulting, auditing and related services in an efficient and effective manner.

Corporate Policy and Planning: Provides a wide range of Corporate services, notably to the Minister, Deputy Minister and senior management through the Corporate Secretary. CPP manages departmental audit, evaluation, contract quality assurance, and performance measurement activities; undertakes departmental strategic policy development; provides support for corporate policy development and process coordination, including the overall planning process; and, during the last quarter of 1989/90, undertook responsibility for departmental communications functions, including an enhanced external relations program. These services are offered through the following organizational entities.

Strategy and Priorities Directorate (S&PD): Develops adaptive strategies for the department in response to government-wide initiatives such as Shared Management Agenda. S&PD helps the Departmental Management Committee establish corporate priorities for planning and related activities by providing strategic analysis of issues which impact on SSC in its dual role of department and common service agency.

Office of the Corporate Secretary: Provides a general secretariat service to the department and the Minister. This responsibility includes coordinating all Access to Information and Privacy requests, providing executive services in support of the departmental decision-making process, preparing ministerial and deputy ministerial correspondence and the coordination of information between the department and the Procurement Review Board of Canada.des a general

Review Directorate: Comprises the Audit Branch which is responsible for the development and implementation of a management oriented integrated comprehensive audit program linked to the strategic directions, operational programs, plans and priorities of the department; the Evaluation Branch which provides senior management with timely and credible information about the continued relevance, success and cost effectiveness of departmental activities; and the Contract Quality Assurance Branch responsible for monitoring the contacting function within SSC, ensuring adherence to the governing Acts, Government Contract Regulations and departmental policy.prises

Communications and External Relations Directorate (CERD): Responsible for planning, managing and executing SSC's external and internal communications activities. CERD provides advice and counsel on communications to the Minster and senior department managers; coordination of parliamentary and public affairs issues, liaison with central agencies and regular monitoring of federal-provincial and international trade developments.

Policy and Analysis Directorate: Manages a range of major issues impacting on the department in the area of trade, environment, defence, industrial and regional development, corporate and emergency preparedness planning, as well as providing secretariat services to the interdepartmental Procurement Review Committee.ees a

Regional Directorates

The Regional Directorates are responsible for the provision of all services offered by the Supply and Services Administration at the regional level in Canada. To deliver its services, the Operational Component is divided into five directorates within the country.

The five directorates are the largest components of the operations, employing some 3,500 people and operating from over 100 locations across Canada. These directorates are responsible for the provision of services from both supply and services perspectives at the local level. The Regional Director General Offices are located in: Vancouver, British Columbia; Calgary, Alberta; the National Capital Region; Montreal, Quebec; and Halifax, Nova Scotia. The directorates provide acquisition and other unique services such as: Stocked item supply; self-service stores; warehousing; assets management and Crown assets distribution. They also provide payroll and related functions to client departments, and produce socio-economic payments such as Family Allowance, Old Age Security, Canada Pension, Canadian Jobs Strategy, National Revenue Income Tax refunds and Census payments. In addition, a specialized branch in Shediac, New Brunswick, is responsible for superannuation services.

Regional Offices of the Department of Supply and Services: Headed by Directors, are located in the following cities: Victoria and Vancouver, British Columbia; Edmonton, Alberta; Regina, Saskatchewan; Winnipeg, Manitoba; Mississauga and Ottawa, Ontario; Quebec City and Montreal, Quebec; Dartmouth, Nova Scotia; Moncton, New Brunswick; Charlottetown, P.E.I.; and St. John's, Newfoundland. They generally comprise a regional office, district office, purchasing offices, printing plants, copy centres and self-service stores.

Crown Assets Distribution

Provides a specialized service to government departments, agencies and Crown corporations in the disposal of their surplus material located in Canada and abroad. It acts as agent for the United States, British and other governments in the sale of their surplus assets located in Canada, and has arrangements with certain European governments for the disposal of Canadian military surplus located in their countries.

Human Resources Directorate

Responsible for providing human resource management services to managers and employees, as well as advice and support to senior management on staff relations, human resource and career planning, staffing, classification, official languages, management and professional development, program development and policy interpretation.

Personnel Operations Branch: Provides a full range of services to management and employees of the Department. This includes the provision of personnel services and advice in the areas of classification, staffing, human resource planning, staff relations, official languages, compensation and employee assistance.

Human Resources Planning Branch: Responsible for the development of policies and programs which ensure the supply and effective utilization of human resources within the Department. As well, the branch is responsible for the management of a comprehensive departmental training and development program, which allows the Department to plan for future human resource needs and skill requirements and enables staff to achieve career expectations. The branch also coordinates an employee assistance program to advise managers on supervisory problems, and a counselling services to assess, treat and resolve problems in order to restore the employee's performance to an optimum level.

Staffing and Management Category Branch: Responsible for the development of staffing policies and programs to ensure adherence to governmental staffing guidelines and practices. The branch is also responsible for the provision of a full range of human resource management services to members of the management category and to the Minister's office.

Classification Branch: Responsible for the development of classification policies and programs to ensure adherence to governmental classification guidelines and practices.

Staff Relations and Compensation Branch: Responsible for the provision of staff relations advice to senior management and for assisting personnel advisers in ongoing staff relations functions. The branch also acts as liaison between the Department, central agencies and bargaining agents, and represents the Department at the second level of the National Joint Council grievance procedure. As well, the branch is responsible for the development of compensation policies, programs and procedures to ensure standardized administration of pay and benefits across the department.

Management Services Branch: Responsible for co-ordinating the planning, development and operations of personnel information processing systems and developing policies and programs to ensure the systems' continued effectiveness in meeting requirements. The branch is also responsible for the provision of managerial support services to the Human Resources Directorate.

Royal Canadian Mint

Was originally established in 1908 by royal proclamation as a branch of the Royal Mint, London, under the provision of the United Kingdom Coinage Act. In 1931, the Mint was established under statute as a branch of the Department of Finance and in 1969, as a Crown corporation under Part X of the Government Organization Act, 1969 (now the Royal Canadian Mint Act R.S.C. 1970, c. R-8).

Information Holdings

Program Records

Supply Operations Sector

Certification Programs for Products and Services

Description: Information on the establishment, maintenance and distribution of certification and qualification listings. *Topics:* Development of certification and qualification lists; certification and qualification panels; item certification; item qualification; and certification and qualification listing distribution. *Access:* Files arranged by product and company. *Program Record Number:* SSC SOS 045

Contract Administration

Description: Information on time, cost, performance conditions of the contract; expediting delivery; administering design changes and amendments; and ensuring quality and delivery. Also includes information on termination, settlement, audit, and security arrangements to secure the fulfilment of the contract. *Topics:* Monitor time, cost, and performance; expediting and follow-up; design change or deviation; contract amendment; quality assurance; delivery, acceptance, and payment; termination and settlement; cost audit; and plant and personnel security. *Access:* Files arranged by contract, company, department, and subject. *Storage Medium:* Computer, disc, word processor, tapes and microfiches. *Program Record Number:* SSC SOS 190

Contracting

Description: Information on the procurement of a specific product or service, up to and including the awarding of the contract for purchase, service or lease. *Topics:* Description of requirement; sourcing (potential sources of supply); price availability; determination; bid solicitation; contract negotiations; and contract selection and award. *Storage Medium:* Files arranged by contract, serial number, subject, company and requisition number. Word Processor, tapes, discs, microfiches and computer. *Program Record Number:* SSC SOS 185

Economic and Market Analysis

Description: Information on optimum financial and economic strategies associated with total product planning, to determine both short- and long-range customer requirements, and the identification of developing market opportunities in Canada and abroad. This includes information on current economic trends, as well as market forecasts, product intelligence and relevant information on industrial and procurement strategies. *Topics:* Item profile assessment; industry sector analysis; source identification; source development, Inter-program Lost Benefit; Personnel Information Bank; vendor sourcing records; and Science Procurement Information Network. *Access:* Files are aranged by contract, company, project and department. *Program Record Number:* SSC SOS 005

Methods of Supply

Description: Information on methods for satisfying customer product (and service) requirements in a manner which will result in the optimum product, resource, operating and contingent cost. *Topics:* Make or buy (make is available within the public sector; buy is obtainable from the private sector); facility evaluation, regional or central acquisition and distribution, lease or purchase; and consignment (arrangements under which goods are shipped for future sale or other purposes). *Storage Medium:* Word processor and computer. *Program Record Number:* SSC SOS 010

Production Services

Description: Information on the main and outside plant facilities, and Technical and Engineering Support Services; on functional direction given to regional plants, in order to meet the printing needs of government generally, and certain distribution services. *Topics:* Main plant facilities; outside plant facilities; printing requirements; and operational and technical support services. *Access:* Files arranged by subject, contract numbers, project and company names. *Storage Medium:* Microfiche and disc. *Program Record Number:* SSC SOS 030

Project Management

Description: Information on temporary management structures having appropriate authority and responsibility to acquire innovative or substantially complex capital equipment, construction and services. *Topics:* Standards, operations; assistance; specifications; sourcing (potential sources of supply); negotiation; assessments of tenders/contracts; customer and vendor liaison; allocations of commodities; purchase requisitions; supply management; and major procurement projects. *Access:* Files arranged by contract, subject and project. *Storage Medium:* Word processor and computer. *Program Record Number:* SSC SOS 015

Publicity and Promotion

Description: Information on advertising and promotional activities concerned with the merchandising of products. *Topics:* Subject lists; advertisements; bookfairs and trade shows; and enquiries (public and parliamentary). *Program Record Number:* SSC SOS 035

Repair, Overhaul, Modification, and Maintenance

Description: Information on repair, overhaul, modification or maintenance in order to achieve the greatest utilization and least cost of the asset. *Topics:* Specifications and quality assurance; make or buy; repair, overhaul, modification and maintenance cycle management; and regional distribution of work. *Access:* Files arranged by contract, loan agreement number, and company. *Program Record Number:* SSC SOS 025

Requirements Definition

Description: Information on the need of appropriate levels of value engineering and procurement planning, supported by goods cataloguing, clear specifications and appropriate quality assurance. *Topics:* Need determination; value engineering (cost reduction technique); procurement planning, material identification; specifications and standards; quality assurance requirements; Statement of Requirement (time, cost, performance); estimates. *Storage Medium:* Word processor and computer. *Program Record Number:* SSC SOS 180

Standards and Specifications for Products and Services

Description: Information on technical requirements, specifications and standards for products in general recurrent use. *Topics:* Development of specifications and standards; specifications and standards committees; item standardization; specifications and standards distribution; and international standards organization. *Program Record Number:* SSC SOS 040

Traffic Management

Description: Information on ensuring least-cost for shipping or movement of goods via one, or all six modes of transport (air, road, sea, pipeline, rail and off-highway). *Topics:* Shipping arrangements (inland and overseas); travel and removal services; and freight audit and cost analysis. *Program Record Number:* SSC SOS 020

Regional Directorates

Insurance Administration Products

Description: Information on the administration of employee benefit plans such as determination of eligibility, maintenance of records, issue of statistical and other reports, and preparation and distribution of instructions to users. *Topics:* Group Surgical Medical Insurance Plan; Public Service Management Insurance Plan; Disability Insurance Plan; Public Service Dental Care Plan and Post-Retirement Life Insurance Plan *Access:* Files arranged by subject. *Storage Medium:* Microfilm, computer and cards. *Program Record Number:* SSC ROD 080

Inventory Management

Description: Information on the planning and maintenance of a range of stocked items in inventory to meet forecast requirements; determination of optimum inventory levels, order points, and order quantities; management of inventory balances and back orders, stock replenishment, and expediting activities. *Topics:* Physical location of stock; provisioning (of stock item supply), pricing and investment strategy; assessment of inventory; accountable advance material and regional inventory control. *Program Record Number:* SSC ROD 050

Management of Movable Assets

Description: Information on the management of movable assets from the time they are acquired, through their life cycle and ultimate disposal. *Topics:* Assets inventory of government departments; vehicle fleet management; lease, rental or loan (of movable assets); production assets (Crown-owned tooling); replacement and retirement; and disposal. *Access:* Files arranged by project, company, contract, and loan agreement number. *Program Record Number:* SSC ROD 065

Pension Administration Products

Description: Information on the administration of public service employee pension plans, such as determination of eligibility to contribute, calculation of benefits, maintenance of records, issue of statements reports and instructions, for those pensions covered by the Public Service Superannuation Act and other retirement acts. *Topics:* Superannuation payments for public service, Royal Canadian Mounted Police, Canadian Forces; Members of Parliament Retiring Allowance payments; Judges Pension payments; and file maintenance for Royal Canadian Mounted Police Superannuation, Canadian Forces Superannuation, Members of Parliament Retiring Allowance, and Public Service Superannuation. *Access:* Access requests for individual cheques or payments should be directed to the program/department concerned. *Storage Medium:* Microfilm and computer. *Program Record Number:* SSC ROD 075

Retailing

Description: Information on the issue of product stocks from retail outlets. These outlets, which carry stocks of products frequently required in small quantities, are located close to the customers being serviced. *Topics:* Order processing; authorized agents; retailing products; and selling services. *Program Record Number:* SSC ROD 060

Warehousing

Description: Information on physical and administrative functions of the storage and distribution activity. *Topics:* Receipt; sorting; identification; inspection; preservation; storage; safekeeping; retrieval for issue; preparation for shipment of material; bulk issues; mail order supply; over-the-counter issues; and public warehousing. *Program Record Number:* SSC ROD 055

Finance and Administration Sector

Billing

Description: Information on invoicing of client departments and non-government customers to secure payment for goods and services provided. *Topics:* Revenue received; recoverable amounts; and invoice or contract. *Access:* Files arranged by subject, department and contract number. *Program Record Number:* SSC FAS 100

Financial Analysis

Description: Information on budgetary analysis and control; evaluation of vendor financial capability; financial analysis in terms of the product resource, operating and contingent cost or acquisition; formulation of pricing strategies, and the identification of various financing alternatives. *Topics:* Budgetary analysis and control; evaluation of vendor financial capability; product resource, operating and contingent cost or acquisition; formulation of pricing strategies; and identification of financing alternatives. *Access:* Files arranged by subject, project and company. *Program Record Number:* SSC FAS 095

Industrial Security

Description: Information on security programs to protect national and international classified and other sensitive information related to government contracts and projects available to industry by government departments. *Topics:* Agreements and exchanges (information between Canada and other countries); classified and other sensitive industrial contracts; industrial facility security clearances or checks; industrial information protection; material and classified or other sensitive documents control; North Atlantic Treaty Organization security; industrial security training. *Access:* Files arranged by subject. *Storage Medium:* Automated system for industrial personnel security clearance or reliability check files. *Program Record Number:* SSC FAS 105

Public Opinion Research

Description: Information on the collection of all information intended to be used either directly or indirectly for any activity carried out by a government institution. *Topics:* Any current activity or event in which the government may have an interest in determining public opinion, e.g. substance abuse, energy conservation, environmental protection, etc. *Access:* Information is stored in hard copy on files arranged by project title. *Program Record Number:* SSC FAS 315

Statistical Information and Data

Description: Information and statistical data on the delivery of departmental services, such as socio-economic support, public service compensation and goods and services acquisition. *Topics:* Supplier registration and contract tracking; costing of departmental services; collection of departmental output statistics. *Program Record Number:* SSC FAS 310

Government Operational Services

Accounting Administration Products

Description: Information on assistance to client departments and agencies on accounts payable and other payments activity, Accounts of Canada and reporting services activity, and management, financial and other services activity. *Topics:* Accounts payable and other payments, administration payment service for government accounts paid from the Consolidated Revenue Fund, and associated financial and related statistical data; Accounts of Canada and reporting services (activities to maintain the central government accounts and manage the Consolidated Revenue Fund and the Public Accounts of Canada); and financial management and other services (services provided to departments and agencies at a price and quality that is competitive with services available from other sources). *Storage Medium:* Microfiche and computer. *Program Record Number:* SSC GOS 130

Campaigns (United Way)

Description: Information on general support to the organizational units. *Topics:* National and regional campaigns; and mailing list – chairpersons across Canada. *Program Record Number:* SSC GOS 115

Central Accounting

Description: The Receiver General maintains records for the central accounts of Canada and produces reports from these records. *Topics:* Central accounts; subsidiary ledgers and accounting analysis of the financial transactions; financial statements of the Government of Canada; annual public accounts; annual preliminary financial statements and monthly statement of financial operations of the Government of Canada; financial and management reports for central agencies and other departments and agencies; and special analyses on such subjects as the assets and liabilities of the Government of Canada. *Access:* Central data bank's files are arranged by central account, department, agency and certain accounting or financial classifications. Access requests for records of individual departments or agencies should be directed to the department or agency concerned. *Storage Medium:* Central data bank is in machine-readable form at headquarters. *Program Record Number:* SSC GOS 145

Custody of Enemy Assets

Description: Records on the administration of property vested in the Custodian during World Wars I and II. *Topics:* Enquiries; and reports and correspondence related to vested property. *Program Record Number:* SSC GOS 150

Files of the Custodian

Description: The bank contains all relevant records and correspondence relating to the individuals whose assets were being administered. *Class of Individuals:* Those persons whose assets were taken into custody during World Wars I and II. *Purpose:* To record the transactions involving the Custodian and persons whose assets were taken into custody during World War II. Retention and

Disposal Standards: All records are to be transferred to National Archives of Canada for selective retention. ***Program Record Number:*** SSC GOS 165

Pay Administration Products

Description: Information on administrative services required for the disbursement of pay; such as input, the compilation, calculation and issuance of pay; development and operation of system edits, validation and payroll accounting controls; the production of payroll error and statistical reports and statements of data, required by related systems, of cheque stubs and related statements; and the development and promulgation of user instructions and procedures. ***Topics:*** Public service pay, Royal Canadian Mounted Police pay, House of Commons pay. ***Storage Medium:*** Magnetic tapes, microfilm, database, hard copy. ***Program Record Number:*** SSC GOS 090

Pay Administration Products

Description: Information on the administrative services required for the distribution of pay; such as pre-audit, calculation, development and maintenance of payroll records, and cheque issue. ***Topics:*** Public service pay; House of Commons pay; Royal Canadian Mounted Police pay; Canadian Forces Pay Allotments. ***Access:*** Files arranged by subject and department. Access requests for individual cheques or payments should be directed to the program department concerned. ***Storage Medium:*** Microfilm and computer. ***Program Record Number:*** SSC GOS 070

Personnel Information Products

Description: Information to assist client departments and agencies on personnel matters and processes. ***Topics:*** Extracts from public service pay; information related to personnel functions including Leave, Classification, Pay and Benefits, Staffing, Exclusions, Training and Development, Access to Information, Entitlements and Deductions, Workforce Adjustment and Official Languages. This information may be government-wide or department specific. ***Storage Medium:*** Computer. ***Program Record Number:*** SSC GOS 160

Planning (United Way)

Description: Information on Treasury Board union dues check-off, union support, pledge forms, payroll stuffers, and pay deductions. ***Topics:*** Liaison with host departments across Canada; training; support and suggestions; advisory committee meetings; and official receipts. ***Program Record Number:*** SSC GOS 110

Program Administration Products

Description: Information on the maintenance of records and the making of payments for certain national socio-economic programs, and provision to client departments of related financial and statistical information. ***Topics:*** Family Allowances; Old Age Security, Guaranteed Income Supplement; Canada Pension Plan; Canadian Jobs Strategy; file maintenance on all of the above; Canada Pension Commission; War Veterans Allowance; agricultural subsidy; and government annuity payments. ***Storage Medium:*** Microfilm and computer. ***Access:*** Access requests for individual cheques or payments should be directed to the program/department concerned. ***Program Record Number:*** SSC GOS 125

Public Money and Banking

Description: Information on arrangements by the Receiver General to establish bank accounts and facilities; establish government banking services; receive, transfer, hold, earn interest on, and make and control disbursements of public money. ***Topics:*** Designation of banks; bank accounts and facilities; signing authorities; reports and statements on Receiver General balances; contracts for services; cheques issued, redeemed, and outstanding; and enquiries and investigations. ***Access:*** Files arranged by cheque redemption control branch; files associated with the cheque redemption and reconciliation process, and enquiries are organized by serial/cheque numbers. Access requests for banking arrangements and about individual cheques or payments should be directed to the program/department concerned. Access requests for banking facilities and for the redemption and reconciliation of Receiver General payment instruments should also be directed to the program/department concerned. ***Storage Medium:*** Machine-readable records for bank facilities at headquarters. Cheque records and related machine-readable records are at the Matane, Quebec, office. ***Program Record Number:*** SSC GOS 140

Reports and Audits (United Way)

Description: Yearly assessments and money collected during the year. ***Topics:*** Statistics; progress reports; post-campaign evaluation; and campaign results. ***Program Record Number:*** SSC GOS 120

Transitional Taxation Arrangements

Description: The Intergovernmental Taxation Centre maintains records in support of payments made to the provinces pursuant to Part VIII of the Federal-Provincial Fiscal Arrangements and Federal Post-Secondary Education and Health Contributions Act, 1977. ***Topics:*** Federal Provincial Fiscal Arrangements and Federal Post-Secondary Education and Health Contributions Act, 1977; Reciprocal Taxation Agreements; Reciprocal Taxation Administration Manual; Intergovernmental Taxation Centre Bulletins; analysis files by client department/object expenditure classification. NOTE: The Transitional Taxation Centre will be phased out by March 31, 1992. Files will be stored at National Archives. Because of the transitional nature of the Centre, negotiations are underway to determine the contact point for the records after March 1992. ***Access:*** Files are arranged by topic; reports are arranged by fiscal year. ***Storage Medium:*** Hardcopy files/reports are stored in Audit Trail Library at headquarters and data bank is in machine-readable form at service bureaus. ***Program Record Number:*** SSC GOS 147

Information Management Services Sector

Personnel Data Administration

Description: Information pertaining to service-wide personnel data systems planning, and the management of personnel data for the central agencies. *Topics:* Common personnel data pool; data administration standards; planning process. ***Program Record Number:*** SSC IMS 175

Systems Development and Computer Operation

Description: Information on the development and operation of personnel systems for departments and central agencies. *Topics:* Computer systems specifications; computer operations procedures; and program testing procedures. ***Program Record Number:*** SSC IMS 165

Service to the Public

Access by Telephone

Description: Information on how to obtain information on federal government programs and services by telephone. *Topics:* Telephone referral services; blue pages; toll-free services; and access to Members of Parliament. ***Program Record Number:*** SSC STP 215

Access to Information

Description: Correspondence between Canadian citizens and/or permanent residents and federal departments regarding requests for access to records held by SSC. This file contains all existing correspondence between the Department, people making requests, and third parties, as well as documentation related to investigations conducted by the Information Commissioner. ***Access:*** By file number, contract number, and/or name of firm or topic. ***Program Record Number:*** SSC CPP 300

Audit

Description: Completed audits, both approved and not approved, on departmental programs and activities; the audit file includes terms of reference, assessments, audit methodology, analysis recommendations, action plans and follow-up; the holding includes a multi-year audit plan and fiscal year audit schedule. Audits are conducted within every organizational element of the department and allow an independent assessment of the efficiency and effectiveness of the department in the achievement of policy implementation, resource deployment, objectives and identifies areas where improvements are required. ***Program Record Number:*** SSC CPP 267

Auditor General

Description: The holding contains documentation relating to subject matters addressed in the annual Auditor General Report, and prepared in response to questions raised by the Auditor General. ***Program Record Number:*** SSC CPP 235

Contracts Approval Process

Description: Procurement forms and supporting documentation requesting approval to enter into or amend a contract which exceeds Director General approval limits and ensures the proposed procurement and contract deocumentation adhere to policy and contract regulations. ***Program Record Number:*** SSC CPP 245

Corporate Policy and Planning Sector

Description: Information on the development and issue of strategic planning documents, which define the key priorities on which the department will focus on a medium to long term basis; information in support of the corporate planning systems development and operation, as well as information pertaining to corporate studies and assignments. *Topics:* Corproate Planning, Operational Planning Framework, Operational Plan and Budget and monitoring, strategic directions; and business plan analysis. ***Program Record Number:*** SSC CPP 240

Defence Industrial Database

Description: Files relating to the general nature of the Canadian Defence Industrial Base, its companies in various sectors and the environment in which industrial activity must take place. The holding documents the Defence Industrial capability in Canada and assesses its impact on Canada National Security requirements. *Topics:* Defence Procurement. ***Program Record Number:*** SSC CPP 260

Departmental Briefing Books

Description: Provides the Minister and senior management with an overview of the department and contains data on the history and organization of the department, including an introduction to the department, a description of each service line, identifies current issues and provides a financial management overview. ***Program Record Number:*** SSC CPP 225

Emergency Planning

Description: Records relating to departmental corporate level participation in all the emergency preparedness planning activities at the federal level. They include files relating to intergovernmental, interdepartmental and intradepartmental emergency planning matters such as committee meetings, consultations, plans, procedures and organizations. Other files relate to previous emergency plans and procedures, the testing and exercising of plans and procedures to provide response to future peacetime and wartime emergencies. ***Program Record Number:*** SSC CPP 255

Evaluation

Description: Provides an objective assessment of the relevance, needs, and effectiveness of departmental activities and includes information reflecting a detailed examination of a departmental program or activity including terms of reference, methodology, assessments, analysis, finds and recommendations. ***Program Record Number:*** SSC CPP 265

Memoranda of Understanding

Description: Memoranda of Understanding that the Department has ratified with: Sectors within the Department; other federal departments; agencies and Crown corporations; provincial governments; Canadian territories; and foreign governments. ***Program Record Number:*** SSC CPP 290

Ministerial Correspondence

Description: Correspondence signed by the Minister or Deputy Minister and sent to members of the public, other ministers, Members of Parliament, or government and private sector representatives. *Storage Medium:* The processing sequence for the Minister and Deputy Minister correspondence can be followed using the Correspondence Tracking System (CTS). A copy of all correspondence is retained in the working files of the Ministerial Correspondence Office. *Program Record Number:* SSC CPP 270

Parliamentary Affairs

Description: Information on Cabinet activities and summaries of memoranda presented to various Cabinet committees. *Topics:* Summaries of memoranda presented to Cabinet by various sponsoring departments on matters of national and international concern. *Access:* Computer files and hardcopies classified by Cabinet committee, year and memorandum number. *Program Record Number:* SSC CPP 295

Policy Development

Description: Relates to the activities of the Policy Branch in the development of departmental policies to conform with government-wide policies and programs. These holdings include: Memoranda to Cabinet and supporting documentation; Treasury Board submissions; position papers; minutes of internal and inter-departmental meetings and briefing material for senior departmental management. *Topics:* Environment, trade policy, government procurement, defence, regional and industrial development. *Program Record Number:* SSC CPP 280

Post Award Contract Review

Description: Provides an independent review of the procurement process in the department. The review monitors the contracting process and identifies poblems and discrepancies in the interpretation and application of Supply Program policies and procedures. Contract files are randomly selected and temporarily held while a review of the documentation and the procurement process are conducted. *Program Record Number:* SSC CPP 250

Procurement Plans

Description: Data which proposes and supports the procurement of goods or services. Procurement Plans may encourage economic or regional development. The Contract Quality Assurance Branch evaluates procurement plans which require consideration by the Assistant Deputy Minister Corporate Policy and Planning, the Deputy Minister or the Minister and provides advice regarding improvements to the plans in the areas of risk assessment and adherence to contracting requirements. *Program Record Number:* SSC CPP 220

Record of Decisions (RD) Library

Description: Official records of the Departmental Management Committee (DMC) decisions. *Topics:* Notes & Agenda; ROMO, ROSO, Headquarters Management Committee. *Program Record Number:* SSC CPP 285

Requests for Translation

Description: Requests for translation from the various units in the Department. *Storage Medium:* A computerized data bank controls all the Department's requests for translation. *Program Record Number:* SSC CPP 275

Service Bureaus

Description: Information on how to obtain information on federal government programs and services from walk-in facilities. *Topics:* Service bureaus (by province); satellite offices; and Members of Parliament. *Program Record Number:* SSC STP 210

Human Resources Directorate

Complaints – Official Languages

Description: This databank contains the complaints made under the Official Languages Act. *Storage Medium:* A computerized databank records all complaints. Copies of complaints are kept in the Human Resources Planning Branch, HRD. *Program Record Number:* SSC HRD 282

Personnel Management

Description: Information on personnel management policies, practices and procedures. *Topics:* Classification; staffing; human resources; occupational health and safety; official languages; salaries and wages; employee relations; training and development. *Access:* Files arranged by subject. *Program Record Number:* SSC HRD 305

Government Consulting and Audit Agency

Auditing Services

Description: Information on examination and verification assignments covering management of resources, information, personnel and risk management; and evaluation of the efficiency, effectiveness and economy of operations. *Topics:* EDP Auditing; comprehensive audit; statistical sampling; analytical auditing; audit of royalties; federal-provincial agreements; audit subsidy and contributions; internal audit; contract audit; termination audit; pre-negotiations reports; cost audit of industrial and other accounts; overhead audit studies; audit training and professional development; audit services to foreign governments; financial projections and budgets; discretionary audit; special assignments; and consultation and attendance. *Storage Medium:* Computer, audio and video tapes, disks, slides, and transparencies. *Access:* Files arranged by subject, assignment number, and client program number. Requests for access to individual audit reports should be directed to the departments concerned. *Program Record Number:* SSC GCA 135

Consulting Services

Description: Management consulting assignments conducted for client departments and agencies. A private sector Consultants Information Bank is also maintained. Access to this bank complies with provisions of the Privacy Act. *Access:* Requests for access on specific reports are to be directed to departments for whom management consulting assignments were undertaken. *Program Record Number:* SSC GCA 155

Personal Information Banks

Supply Operations Sector

Science Component of National Supplier Information System (NASIS)

Description: This bank contains information on potential sources capable of performing research and development. The information held on companies, universities and research organizations contains data on their unique research and development facilities, long-range plans, production and marketing capabilities, financial statements, qualifications of firms' management and performance ratings of companies' work, ratings of companies' work on government contracts. *Class of Individuals:* Consultants, professionals and scientific researchers. *Purpose:* To select establishments to undertake contract work in the field of science and technology. *Retention and Disposal Standards:* Inactive records are kept for five years. Active records are amended as appropriate. *TBS Registration:* 001368 *Bank Number:* SSC PPU 010

Vendor Sourcing Records

Description: This bank contains business information such as financial data, indications of suppliers' manufacturing and distribution capabilities, lists of main products, equipment or services provided, and performance reports. It may also contain personal information such as personal histories and characteristics, education and performance of sole proprietors or partners. *Class of Individuals:* Individual companies/suppliers who wish to do business with the Department. *Purpose:* To identify potential suppliers. *Retention and Disposal Standards:* Five-year retention period for automated records; two years for manual records. *TBS Registration:* 001367 *Bank Number:* SSC PPU 005

Finance and Administration Sector

Industry Personnel Clearance and Reliability Records

Description: This bank contains personal history data, fingerprints, oath of secrecy, social insurance number, consent, briefing request and authorization and citizenship documentation (if applicable), certification of reliability, credit information as well as correspondence related to the security clearance or verification of reliability of industry personnel. *Class of Individuals:* Canadian industry personnel. *Purpose:* To record security clearance and verification of reliability data on applicable Canadian industry personnel. *Consistent Uses:* To support decisions on the granting of personnel security clearance or reliability status in relation to classified or other sensitive contracting activity in the private sector. *Retention and Disposal Standards:* If not renewed, records are destroyed six years after date of security clearance or verification of reliability. *TBS Registration:* 001369 *Bank Number:* SSC PPU 015

Government Operational Services

Direct Deposit Interface Systems

Description: This bank contains information on payment data received from various payment systems for the purpose of delivering payment data to financial institutions for deposit to a recipient's account. This bank receives recipients' Financial Institution Branch and Account numbers, the user cross-reference number used by the payment system to identify the payee and the payee's name. *Class of Individuals:* All individuals, including federal employees and members of the general public, receiving a payment from the federal government via direct deposit. *Purpose:* The purpose of this bank is to effect direct deposit payments. *Consistent Uses:* The information in this bank is used to effect direct deposit payments and for reconciliation and inquiry purposes. *Retention and Disposal Standards:* All payment data is purged from the Direct Deposit Interface System (DDIS) database 90 days after due date and saved on microfiche for a period of one year. The payment tape to financial institutions is retained by CRCB in microfiche form for a period of seven years in accordance with payment instrument regulations. *TBS Registration:* 002784 *Bank Number:* SSC PPU 040

Files of the Custodian

Description: The bank contains all relevant records and correspondence relating to the individuals whose assets were being administered. *Class of Individuals:* Those persons whose assets were taken into custody during World Wars I and II. To record the transactions involving the Custodian and persons whose assets were taken into custody during World Wars I and II. *Retention and Disposal Standards:* All records are to be transferred to National Archives of Canada for selective retention. *TBS Registration:* 001370 *Bank Number:* SSC PPU 020

Corporate Policy and Planning Sector

- Corporate Secretary

Access Request Records

Description: This bank contains personal information on individuals who have submitted a request form for Supply and Services Canada information banks under the Privacy Act or the Access to Information Act. Included are corrections, notations and consultations with other government institutions or third parties, exemptions, disclosures, complaints, and summation of records for Court. Documents pertaining to the processing of the request are included. *Class of Individuals:* Individuals making a request under the Privacy Act or the Access to Information Act. *Purpose:* Used for processing access requests only and to report on the number of requests received and processed, quarterly and annually. *Consistent Uses:* Personal information may be used for statistical purposes in the administration of the Privacy Act or the Access to Information Act. *Retention and Disposal*

Standards: Information is retained for two years after the last administrative action has been taken, after which records are destroyed. ***TBS Registration:*** 001372 ***Bank Number:*** SSC PPU 030

Information Disclosed to Investigative Bodies

Description: This information bank contains a copy of access requests pertaining to personal information on Treasury Board form 350-56(83/2): Request for Disclosure to Federal Investigative Bodies, forwarded by investigative bodies as listed in Schedule II of the Privacy Act to the Department of Supply and Services under section 8(2)(e) of the same Act. These nation-wide requests are made concerning individuals for the purpose of law enforcement. The bank also contains the replies to such requests and gives particulars concerning information related to their processing. ***Class of Individuals:*** Individuals involved in investigations under the Criminal Code, federal and provincial statutes and municipal bylaws. ***Purpose:*** The purpose of this bank is to document requests under section 8(2)(e) of the Privacy Act. ***Consistent Uses:*** This bank will allow for the auditing of the procedures utilized for the exchange of personal information with investigative bodies under section 8(2)(e) of the Privacy Act. ***Retention and Disposal Standards:*** Records are retained for two years and then destroyed. ***TBS Registration:*** 001836 ***Bank Number:*** SSC PPU 035

Government Consulting and Audit Agency

■ Consulting and Audit Canada

Private Sector Consultants with the Government Consultant Group

Description: A record of consultants and consulting firms from the private sector who have requested registration with the Government Consulting Group. ***Class of Individuals:*** Consultants and consulting frims from the private sector. ***Purpose:*** The information is fro registration in order to be considered for work on consulting assignments with the agency. ***Retention and Disposal Standards:*** Records are updated every three years after date of receipt, or immediately when superseded. ***TBS Registration:*** 001371 ***Bank Number:*** SSC PPU 025

Manuals

Regional Directorates

- Corporate Plan
- Customer Manual
- Pay Office Procedures Manual
- Pharmaceuticals, Medical Supplies and Related Items Catalogue
- Policy and Procedures for the Preparation of Standards
- Procedures Manual
- Regional Operations Manual
- Stocked Item Supply Catalogue
- Supply Policy Manual
- Surplus Assets Management SystemAdministrative Services Directorate
- Departmental Administrative Policy and Procedures Manual

United Way Advisory Committee

- United Way Campaigns: A Guide for Managers

Accounting Services Branch

- Delegation of Authorities Manual

Industrial and Corporate Security Branch

- Corporate Security Manual
- Industrial Security Manual

Government Operational Services

- Pay Office Procedures Manuals
- Insurance Administration Manual
- Superannuation Manual
- RCMP Pay Procedures Manual
- RCMP Pension Procedures Manual
- Personnel Pay Input manuals (Manual & On-Line)
- Superannuation Procedures Manuals (Contributor & Annuitant)
- Canadian Forces Superannuation Manual for Pensions Office
- Receiver General Directives and Information Bulletins
- Coordination of Access to Information Request System (CAIR) User Guide
- Departmental Personnel Management System (DPMS) User Guide
- Training Development Application (TDA) User Guide
- Position User Guide
- Departmental Reporting System User Guide
- FINCON Manual
- Ad Hoc Reporting, Downloading Facility User Guide
- FINCAP (Financial Accounts Processing) Manual
- Regional Operations Services Procedures Manual

Information Management Services Sector

- Information Processing – Management Manual

Human Resources Directorate

- Personnel Management System User Guide

Government Consulting and Audit Agency

- Administration Manual
- Audit Manual, 1990-10-30

Operational procedures manuals prepared in co-operation with other departments and agencies on pay, pension and socio-economic programs, include:

- Family Allowance Program Policy and Procedures Manual
- Insurance Administration Manual
- Operator's Guide to the Utilization of the Personnel Application Centre (INFOPAC)
- Pay Policy and Procedures Manual
- Superannuation Administration Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for information on programs and functions may be directed to:

Communications and External Relations Directorate
Department of Supply and Services
Place du Portage, Phase III, 16A1
Hull, Quebec
(Mail: Ottawa, Ontario K1A 0H2)
(819) 956-2300

Reading Room

In accordance with the Access to Information Act, an area on the premises of each of the following institutions has been designated as a reading room. Their addresses are:

Headquarters

Place du Portage, Phase III, 13A1
11 Laurier Street
Hull, Quebec

Atlantic Directorate

New Brunswick/Prince Edward Island Regional Office
2nd Floor, Toronto Dominion Building
777 Main Street
Moncton, New Brunswick

Newfoundland Regional Office
Building 302
Pleasantville
St. John's, Newfoundland

Nova Scotia Regional Office
Burnside Industrial Park
2 Morris Drive
Dartmouth, Nova Scotia

New Brunswick Prince Edward Island Region
Charlottetown Regional Office
Dominion Building
97 Queen Street
Charlottetown, Prince Edward Island

Quebec Directorate

Western Quebec Regional Office
800 Golf Road
Nun's Island
Montreal, Quebec

Eastern Quebec Regional Office
1040 Belvedere Avenue, Room 301
Quebec, Quebec

Central Directorate

Capital Region Supply Centre
1010 Somerset Street
Ottawa, Ontario

Ontario Regional Office
6205 Kestrel Road
Mississauga, Ontario

Western Directorate

Calgary District Office
220 Fourth Avenue S.E., Room 620
Calgary, Alberta

Alberta/Northwest Territories Regional Office
15508-114 Avenue
Edmonton, Alberta

Manitoba Regional Office
1410 Mountain Avenue
Winnipeg, Manitoba

Saskatchewan Regional Office
Room 700, 1783 Hamilton Street
Regina, Saskatchewan

Pacific Directorate

Pacific Directorate Office
7th Floor
1133 Melville Street
Vancouver, British Columbia

B.C. Islands Regional Office
912-1175 Douglas Street
Victoria, British Columbia

B.C. Mainland/Yukon Regional Office
8th Floor – 1133 Melville Street
Vancouver, British Columbia

Whitehorse Purchasing Sub-Office
102-307 Jarvis Street
Whitehorse, Yukon Territory

European Region

European Region Supply Centre
Canadian Dept. of Supply and Services
MacDonald House
No. 1 Grosvenor Square
London, England
W1X 0AB

Canadian Government Supply Sub-Office, Lahr
Supply and Services Canada
c/o HQ CF Europe
CFPO 5000
7630 Lahr/Schew
West Germany

Washington Region

Director of Supply
Washington Region
Canadian Embassy
501 Pennsylvania Avenue N.W.
Washington, D.C. 20001
U.S.A.

Transport Canada

Chapter 111

General Information

Background

The Department of Transport was established in 1936 by the Department of Transport Act (R.S.C. 1970, chapter T-15), which amalgamated the functions of the Department of Railways and Canals, the Department of Marine and the Civil Aviation Branch of the Department of National Defence.

Responsibilities

The Department is responsible for the development and operation of a safe and efficient national transportation system that contributes to the achievement of general government objectives, and operates specific elements of that system. Some of the Department's objectives are: efficiency, safety, maximum productivity, accessible and equitable services, cost recovery, and support of government policies and objectives, especially as they relate to social and economic development.

Legislation

Department of Transport

- Aerodrome Security Regulations
- Air Carrier Security Regulations
- Canadian Aviation Safety Board Act
- Department of Transport Act
- International Rapids Power Development Act
- Marine and Aviation War Risks Act
- National Energy Board Act
- National Transportation Act, 1987
- Prohibition of International Air Services Act
- Safe Containers Convention Act

Policy and Coordination

- An Act Respecting the CPR (1881), et al. (details of old railway acts are set out in the Statutory History of the Steam and Electric Railways of Canada, 1836-1937 published by the Department of Transport/King's Printer)
- Atlantic Region Freight Assistance Act
- Bills of Lading Act
- Canadian National Railways Act
- Canada Ports Corporation Act
- Carriage by Air Act
- Carriage of Goods by Water Act
- Government Property Traffic Act
- Government Railways Act
- Marine Atlantic Inc. Acquisition Authorization Act
- Maritime Freight Rates Act
- Montreal Terminals Act
- Motor Vehicle Transport Act, 1987
- National Transcontinental Railway Act
- Passenger Tickets Act
- Railway Act
- Railway Safety Act
- Shipping Conferences Exemption Act, 1987
- St. Lawrence Seaway Authority Act
- Teleferry Act
- Toronto Terminals Act
- Various Bridge Acts
- Western Grain Transportation Act

Aviation Group

- Winnipeg Terminals Acts
- Aeronautics Act
- Aeronautics Regulations (pursuant to section 4 of the Act)
- Carriage by Air Act

Marine Group

- Arctic Waters Pollution Prevention Act
- Canada Ports Corporation Act
- Canada Shipping Act
- Hamilton and Toronto Harbour Commissioners Acts
- Harbour Commissions Act
- Maritime Code Act
- Montreal Port Wardens Act
- National Energy Board Act
- Navigable Waters Protection Act
- North Sydney, Meaford and Trenton Harbour Acts
- Ontario Harbours Agreement Act
- Pilotage Act
- Public Harbours and Port Facilities Act
- Quebec Port Wardens Act
- St. Lawrence Seaway Authority Act
- United States Wreckers Act

Surface Group

- Motor Vehicle Fuel Consumption Standards Act
- Motor Vehicle Safety Act
- Motor Vehicle Tire Safety Act
- National Transcontinental Railway Act
- Railway Relocation and Crossing Act
- Railway Safety Act
- Transportation of Dangerous Goods Act

Organization

Overall responsibility for the direction of the affairs of the Department rests with the Deputy Minister, who is its permanent head and senior adviser to the Minister of Transport.

The following agencies report to Parliament through the Minister of Transport: the National Transportation Agency, the Grain Transportation Agency, Canadian National Railways, Canada Harbour Place Corporation, Marine Atlantic Inc., VIA Rail, The St. Lawrence Seaway Authority, Canada Ports Corporation, seven local port corporations and the Atlantic, Laurentian, Great Lakes and Pacific Pilotage Authorities.

Public Affairs Group

Public Affairs is responsible for providing support for the implementation of the Department's aims and objectives by handling media relations and public information programs, including advertising, special publications and exhibits. It provides general information about the Department through headquarters facilities in Ottawa and regional offices in St. John's, Dartmouth, Montreal, Toronto, Winnipeg, Edmonton and Vancouver. Contact may be made in person, by phone, or by writing to the public affairs officer at one of the addresses listed under "Access Procedures" at the end of this chapter.

Review Group

The Review Group develops and coordinates the departmental Productivity Improvement Program and conducts special studies as directed by senior management. The Assistant Deputy Minister, Review, provides the Deputy Minister and senior management with independent, objective audits and reviews of departmental systems, functions and organizational units in order to improve the efficiency, economy and effectiveness of the management policies, practices and controls of the Department. Senior management is also provided with independent assessments and studies on the effectiveness of departmental accountability. The ADM fosters and promotes the development and implementation of performance measures through the provision of policy, guidance and advice. The Group also develops strategies and ensures Departmental support for the Dryden Inquiry, the Ministerial Task Force on Aviation Matters, the Ministerial Task Force on International Air Policy, and other Ministerial initiatives pertaining to Canadian transportation.

Security and Emergency Planning Group

The Security and Emergency Planning Group is the principal focus in the Department of Transport for coordinating the development and implementation of policies and programs to ensure the security and emergency readiness of the National Transportation System.

■ Security Policy, Planning and Legislative Programs Branch

This Branch plans and develops policies, standards and legislation to ensure adequate levels of security for the National Transportation System, formulates the departmental position on international security activities, provides assistance in the implementation of transportation security policies, and develops the National Transportation Security Plan.

■ Security Operations Branch

This Branch develops and recommends appropriate protective measures for Department assets and information. It is the principal departmental liaison with the RCMP and other police agencies on security and criminal matters. It has responsibility for headquarters' physical security, approves and monitors air carrier and airport security plans, develops standards for the use of security equipment and coordinates its acquisition, directs the departmental communications programs (Electronic Security, Electronic Data Processing Security and Technical Intrusion) and manages the Department's security research and development program. Finally, the Branch ensures the delivery of security training programs, and supervises Regional Directors, Security, to help industry achieve compliance with required security measures.

■ Director, Intelligence, Personnel Security and Security Training

This Branch directs the collection, analysis and dissemination of intelligence information from national and international agencies and provides the principal departmental liaison with the Canadian Security Intelligence Service, Intelligence Committees and other agencies concerning intelligence matters. Provides intelligence reports and briefings in support of departmental objectives as well as threat assessments, estimates and evaluations relevant to the protection of departmental assets and the National Transportation System. Directs the Personnel Security program, including the Security Clearances for Access to Restricted Areas of the National Transportation System. Develops departmental Security Training policies and plans and directs the design and delivery of training for professional security development and security awareness. Develops training for the operation and maintenance of new security equipment; reviews and approves all departmental security training and exercises quality control over its delivery. Monitors and ensures that training programs are delivered by the operating groups for the operation and maintenance of all security equipment and systems.

■ Emergency Preparedness Branch

This Branch is responsible for the operation of the Transport Canada Crisis Centre (TCCC) for planning and coordinating emergency preparedness exercises, coordinating multimodal crisis planning, and preparing, coordinating and maintaining Department of Transport wartime plans.

■ Regional Directors, Security

The six Regional Directors are responsible for inspecting and testing departmental security plans, policies, and standards and for identifying vulnerabilities in them. They monitor the effectiveness of site security exercises, carry out certification of security screening personnel, and ensure compliance of industry with transportation security legislation and regulations.

Policy and Coordination

The Assistant Deputy Minister, Policy and Coordination (ADMPC), is responsible for the formulation, development and maintenance of the Department of Transport's long-range transportation objectives, strategies and policies. The ADM provides advice to the Deputy Minister on policies, programs and objectives which have implications for one or more modes of transport; on the management of transportation subsidy policy programs of the approved grants and contributions to organizations for transportation research and development; and on shared initiatives between private industry and various levels of government. The ADM advises the Minister on policy issues regarding Transport Crown Corporations, accessible transportation, on the development and implementation of technological research and on the maintenance of the Department's external relations (federal, provincial, international and industrial). The ADM is supported by an associate assistant deputy minister and seven directorates. The ADM is also supported by seven regional directors who are responsible at the corporate level for communications activities, policy liaison, and non-operational program development and management in the regions.

■ Strategic Policy Directorate

This Directorate prepares and monitors corporate-level strategic priorities and issues, identifies needs for amended or new policies, and directs the development of long-range multimodal transportation objectives and policies. It provides policy assessment, analysis services and advice on multimodal transportation issues, monitors and analyzes transportation systems and formulates system strategies, and prepares new or amended policies in response to policy assessments and analyses.

■ Coordination Directorate

This Directorate directs departmental responses to complex issues that involve several departmental groups. It coordinates the Department's federal, provincial, industrial and international relations, acts as the focal point for the management of the regional directors and has overall responsibility for the negotiation and management of economic and regional development transportation sub-agreements. It also develops policies and programs concerned with transportation facilities for the handicapped, and coordinates, analyzes and advises on matters concerning Crown corporations. As well, it is responsible for the Departmental Secretariat, which provides comprehensive coordination systems for the development and scheduling of policies through the departmental and Cabinet decision-making process. The Secretariat also prepares parliamentary returns and provides briefing services for the Minister, the Deputy Minister and senior departmental officials. The Director, Departmental Secretariat, is the departmental coordinator for privacy, access to information and human rights, and maintains a central consolidated registry of departmental statutes and regulations. In the Department of Transport, the federal government's information collection and public opinion survey program is coordinated by the Secretariat.

■ Research and Development Directorate

This Directorate includes the Transportation Development Centre in Montreal. Plans, programs and manages the Department's Core Research and Development Program comprising exploratory, long-term applications and sector-directed initiatives. This program is complemented by initiatives such as Energy Research and Development Program and Transportation of the Elderly and Disabled Program. The Directorate is also responsible for strategic planning, policy, coordination and evaluation within the federal government relating to transportation research and development. The Transportation Development Centre serves as the Department's centre of expertise on research and development and transportation technology and innovation. Contracted out to a variety of organizations, mainly in the private sectors, the centre's projects cover all modes of transportation: marine, air, road and rail.

■ Economic Analysis Directorate

This Directorate provides the Department with transportation statistics and forecasts, and analyzes these data for use in program planning and policy analysis by senior officials in the Department and develops and manages an economic research program in support of federal transportation objectives. As well, it provides economic analysis services to other senior managers in the Department and supports economic research in transportation at Canadian universities.

■ Marine Policy and Programs Directorate

This Directorate establishes policies, plans and programs for all aspects of water transportation assistance and associated services, over inland and coastal waters, as required by the federal government. It develops international and domestic shipping policies, including international bulk and liner shipping policies, and policy with regard to a Canadian flag deep-sea fleet and to the need for defensive legislation. The activity also includes the development of Canadian positions in regard to the deliberations of international organizations (e.g. OECD, UNCTAD) and the development of domestic shipping policies, including such matters as coastal trade, economic regulatory policy and shipping engaged in offshore exploration and development. Further, this activity includes the provision of a corporate overview of policies developed elsewhere in the government and their impact upon shipping and the marine environment, including operating policies.

■ Air Policy and Programs Directorate

This Directorate is responsible for the development and implementation of the government's policy initiatives for domestic, transborder and international air transportation services, and for Canadian representation at the Council of the International Civil Aviation Organization. In particular, it is responsible for the preparation of mandate papers for the negotiation of bilateral air agreements. It must also provide ongoing policy and program advice to the Minister of Transport on measures to ensure an appropriate framework that will permit air carriers to provide adequate and efficient air transportation services which will respond to the needs of the general public for air travel within Canada and internationally.

■ Surface Policy and Programs Directorate

This Directorate is responsible for the development, formulation and implementation of the surface transportation policies and programs, and for the management of all operational, developmental and economic regulatory activities of the Department in support of surface transportation. This includes all railway freight policies and programs (including grain); all surface passenger transportation policies and programs, including the development and administration of rail passenger legislation and regulations and of federal policies and programs for intercity bus and urban transportation. It also includes all federal government policy applicable to trucking and motor coach transportation undertakings including operational truck and bus safety; and all highway policies and programs associated with the federal government, including negotiation and implementation of federal highway contribution agreements with the provinces.

Personnel Group

The development and implementation of all departmental personnel policies and programs is planned and directed by the Assistant Deputy Minister, Personnel, whose responsibility it is to ensure the effective recruitment, compensation, utilization and retention of human resources in the Department.

■ Personnel Policy and Planning Directorate

This directorate develops, promulgates and monitors policies, programs and services in the areas of human resource planning, official languages, employment equity, staffing, classification, organizational changes, harassment in the workplace and personnel management information. It also provides functional advice and assistance to managers, and exercises functional authority over twelve regions on all of those subjects, and represents the Department in dealings with central agencies.

■ Training Directorate

This Directorate is the central coordinating authority for training and development within the Department of Transport. The Directorate provides the policy framework for the management of the Department's training function, and the administrative infra-structure for the planning and control of departmental training activities and costs. It is also mandated to respond to technical and non-technical training requirements which are national in scope. In that respect, it is responsible for the management of two major training centres. The Canadian Coast Guard College prepares officer-cadets for a career as navigating or engineering officers in the Canadian Coast Guard. The Transport Canada Training Institute trains personnel in the technical, professional and management areas required to meet the needs of the Department when suitable courses are not available at other institutes of learning.

The Training Directorate also conducts research into training methodology and instructional techniques with specific emphasis on the field of transportation. In addition, it directs the coordination and implementation of inter-group training, and coordinates and controls the Department's involvement in international training programs. It ensures the quality and assesses the continuing validity of training programs and activities through a Training Evaluation and Review Division.

■ Staff Relations and Compensation Directorate

This Directorate assists departmental management in the development and maintenance of harmonious relationships between the Department and the nine unions representing employees of the Department. It also represents the interests of management in all aspects of staff relations as defined in the Public Service Staff Relations Act, Treasury Board policies and ministerial policies. Its mandate also includes functional direction and control over all compensation policies and procedures, issues and systems within the Department. In addition, the Directorate monitors the implementation and administration of conflict of interest policy, recommends necessary amendments, processes all cases identified as level 2 and submits recommendations to the Deputy Minister for a final decision. The Directorate also has functional control and responsibility for the development and monitoring of policies, programs and procedures concerning occupational safety and health.

■ Senior Management Resourcing Division (APM)

This Directorate reports to the Assistant Deputy Minister, Personnel, and is responsible for providing all personnel services to the Deputy Minister and his delegates in support of the management of the EX population in the Department.

■ Regional Personnel Operations Directorate

Reporting to the Assistant Deputy Minister, Personnel, the Directorate provides a full range of personnel services and functions to all departmental employees through eleven regional personnel offices. It also ensures the feasibility of operational implementation in respect of all personnel policy proposals emanating from Personnel functional groups.

■ Regional Directors of Personnel

The Regional Director of Personnel is responsible for the provision of a full personnel service to all regional management groups, (Aviation, Airports, Marine, Surface) and to Central Groups. As a member of several management committees, the Regional Director is the focal point for advocacy of departmental personnel policies from corporate and regional perspectives. The Regional Director participates on management teams with the various groups to ensure that regional needs are addressed, to resolve conflicts or to develop procedures and standards.

Finance and Administration Group

The Assistant Deputy Minister (ADM), Finance and Administration is responsible for ensuring the provision of financial management, financial administration and accounting, management consulting services, materiel, contracting and facility management services, information management services and economic evaluation and cost recovery. The ADM is also responsible for the departmental challenge function, which entails the assessment of all proposals with resource implications, prior to their submission to the Minister, Treasury Board or

Cabinet. The ADM is assisted by nine branch heads. Five Regional directors located in each of five regions across Canada report to the Director General of Regional Operations at headquarters.

Aviation Group

The Assistant Deputy Minister, Aviation, directs the management of all operational, developmental, and regulatory activities of the Aviation Group in support of aeronautics, and maintains and promotes all aspects of air safety. The Group implements, on behalf of the Minister, Parts I and III of the Aeronautics Act. The Assistant Deputy Minister, Aviation is assisted by five directors general and two directors in Ottawa plus one director general located in each of the six regions across Canada. The Headquarters Directors General will focus on the development of legislation, regulations, orders, standards and policy documents for application in the regions. The Regional Directors General will be responsible for carrying out operational tasks.

■ Air Navigation System Directorate

This Directorate provides, operates, and maintains Canada's air navigation system, which consists of a national system of airways, air traffic services and aeronautical information services. The Directorate plans, implements, monitors, and evaluates the performance of all aspects of the air navigation system. It also develops contingency plans for dealing with crisis situations affecting the system. The Directorate is divided into five branches:

Air Navigation System Requirements Branch: Responsible for the operational requirements, the levels of service, and the general integrity of the air navigation system. This includes airspace management, aviation weather facilities, en route and terminal aids, surveillance and communication systems, aerodrome certification and flight information services. The Branch also directs and manages policies and standards for the air navigation system as well as aeronautical information services and flight inspection.

Air Traffic Services Branch: Develops and implements national policies for air traffic services and establishes systems and goals necessary to achieve the safe and efficient movement of air traffic within Canadian-controlled airspace and International Civil Aviation Organization (ICAO) airspace. It includes the Air Traffic Services Research and Experimental Centre in Hull, Quebec.

Technical Services Branch: Responsible for the coordination and effective utilization of telecommunications and electronics resources in the service and aid of civil aviation, to ensure the safety and efficiency of all flights operating in Canadian airspace. The Branch is also responsible for the design, development, installation, and maintenance of all electronic and computer-based systems required on a national basis to provide navigational surveillance, communications, airport security, and information systems.

Program Planning, Coordination and Administration Branch: Responsible for the effective and efficient utilization of capital, operation and maintenance, and human resources by the Air Navigation branches at headquarters and the six regional organizations. The Branch is also responsible for ensuring compliance with federal government administrative policies and directives throughout the Directorate.

■ Aviation Regulation Directorate

This Directorate is responsible for all aspects of aviation safety, including: the preparation and enforcement of legislation; aviation occupational safety and health of aircraft crew members; the licensing of personnel, aircraft and airports; the certification of air services; the establishing and maintaining of airworthiness standards; the promotion of aviation safety; and the regulation of the transportation of dangerous goods.

The Directorate licenses all pilots, commercial operators, flying schools, airports, aircraft, aircraft manufacturers and maintenance personnel. Civil aviation inspectors regularly examine all personnel and equipment they license to ensure that they meet safety standards and comply with the knowledge and skill requirements of the air regulations. The Directorate is divided into seven branches:

Flight Standards Branch: Responsible for standards, policies, procedures, and national programs for efficient promotion, regulation and control of civil aviation activities in Canada.

Airworthiness Branch: Responsible for the management of airworthiness programs, for approvals and for the continuing safety of all civil aeronautical products manufactured and operated in Canada. It also ensures the continuing airworthiness support for all Canadian manufactured aeronautics products used in foreign countries.

Compliance and Legislation Branch: Responsible for the legislative development, promulgation and codification of aeronautical legislation, including the implementation of recommendations of a legislative nature made by the Commission of Enquiry on Aviation Safety. It is also responsible for the development and management of the Aviation Regulatory Compliance Program, the standardization of aviation terminology, a substantive review and revamping of aeronautical legislation, and the attendant enforcement policies and procedures. The Aviation Compliance Division is also responsible for the application of the Canada Labour Code, Part II, in respect of aircraft in operation.

Civil Aviation Medicine Division of NHW: Provides medical advice and assistance in setting medical standards as well as in assessing the medical fitness of civil aviation personnel. It conducts aeromedical training sessions for air crews, medical examiners and air traffic controllers. It identifies, coordinates and executes aeromedical research and development. It also provides advice on all problems relating to the health of air travellers.

International Aviation Branch: Responsible for the coordination of the development of Canadian positions, the participation of Canadian experts and the dissemination of information in relation to the technical activities of the

International Civil Aviation Organization (ICAO), a United Nations agency that sets standards for the safety and efficient operations of international civil aviation for the 157 member states of the Organization. In this regard, the Branch also coordinates consultation with Canadian industry. The Branch is also responsible for international projects such as Canadian participation in the Commonwealth Air Transport Council and the Aviation Group's implementation of the Deputy Minister's priority, i.e. to support the export of Canadian transportation expertise and equipment.

Program Analysis and Review Branch: Responsible for the effective and efficient utilization of capital, operation and maintenance, and human resources by the Aviation Regulation branches at Headquarters and the six regional organizations. The Branch is also responsible for ensuring compliance with federal government administrative policies and directives throughout the Directorate.

Inspector/Engineer Training and Development Branch: Responsible for the design and the conduct of training programs in support of the Aviation Group operational requirements. Inspector/Engineer Training presently consists of three major areas of sequential and progressive development: Phase I – Basic Orientation Training which serves to introduce newly-appointed inspectors/engineers to the public service and to generalist duties; Phase II – Basic Specialty Training, designed to develop a qualified inspector/engineer capable of performing the basic duties of his/her assigned specialist area; Phase III – Advanced Specialty Training, which provides training in the inspector/engineer's specialist area.

■ Aircraft Services Directorate

This Directorate is responsible for the Department's fleet of 110 aircraft which is assigned to various tasks across Canada, such as inspection, training, and operations with the Canadian Coast Guard, including environmental protection against oil spills. The Directorate also provides aircraft services for other federal departments and agencies such as the Department of Energy, Mines and Resources and the Canadian Aviation Safety Board.

In addition, the Directorate owns, on behalf of the Canadian government, 17 Canadair CL-215 Water Bomber aircraft which are leased to six provinces, the Yukon and the Northwest Territories. The aircraft are used to combat forest fires. The Directorate also owns one de Havilland Dash 7R aircraft, which is operated under lease by a commercial air carrier in support of the Department of Environment's Ice Reconnaissance Program.

The Directorate is divided into seven branches: Flight Operations; Technical Services; Training, Special Projects and Operational Planning; Avionics Engineering and Design; Quality Assurance, Airworthiness Engineering and Safety System.

■ Policy, Planning and Resource Management Directorate

This Directorate provides for the policy development, planning, management and reporting associated with the allocation and utilization of the Aviation Group's resources, in accordance with corporate policies and objectives. The responsibilities of the Directorate include developing group strategy to address corporate issues and assisting in the development, communication and management of the objectives of the Group. The Directorate is also responsible for the determination of financial and human resource needs; the review, challenge and presentation of all the Group's resource requirements; analysis and control of resource utilization; and the development of a coordination program for investment, operation and maintenance expenditures.

■ System Safety Directorate

This Directorate contributes to the development of a safe National Air Transportation System (NATS) by: evaluating the ongoing safety performance of Canada's civil aviation activities; identifying safety hazards; providing aviation safety advice and information to senior Department managers to enable them to evaluate the efficient and strategic use of resources in order to fulfil their mandate; and conducting aviation safety promotional activities designed to prevent aircraft accidents by informing personnel within the aviation community about safe operating practices.

Airports Group

The Airports Group (AG) is headed by an Assistant Deputy Minister who is responsible for the provision of civil airport facilities and services in Canada consistent with market demands and government objectives, including national emergency preparedness objectives, to ensure a safe and efficient national airport system.

The Group has an ongoing involvement of 222 airports across the country through ownership, operation, or the provision of an annual operating subsidy.

The Assistant Deputy Minister is assisted by a Senior Director General, operations, six Directors General, and a Deputy Executive Director, Airport Transfer Task Force. Also reporting to the Assistant Deputy Minister is the Airport General Manager of Toronto – Lester B. Pearson International Airport and the Director General, Montreal Airports.

Senior Director General, Operations: Has line responsibility for six major international airports and six Regional Directors General. Each Regional Director General is assisted by a director of airport operations, a manager of resource management, a manager of safety and security services, a manager of commercial development, and a director of professional services. Their responsibilities include airport programs, commercial development, property management, resource acquisition and management, and the knowledgeable client function for engineering and architecture services provided by the Department of Public Works and the provision of professional and technical services. In addition, Regional Directors General have advisers on community relations and communications.

Corporate Planning and Special Projects: Responsible for strategic planning and special projects

Commercial Development and Marketing: Responsible for property management and the administration of commercial agreements and contracts and for promoting revenue and commercial opportunities both nationally and internationally.

Resource Management: Concentrates its efforts on all of the financial and administrative functions required centrally for the Group.

Safety and Technical Services: Responsible for ensuring the safety and security of the travelling public and provides technical leadership and functional direction or all operational issues within the national airport system. The Directorate is also the functional focal point for the life cycle management of airport facilities and protection of the environment which includes executing the knowledgeable client function for engineering and architecture services provided by Public Works Canada.

Human Resources and Executive Services: Responsible for internal communications, human resource planning and Human Resource Management programs.

Airport Transfer Task Force: Responsible for negotiating the transfer of airports to local airport authorities.

Marine Group/Canadian Coast Guard

The Assistant Deputy Minister/Commissioner of the Canadian Coast Guard is responsible for the development, provision and operation of a safe and efficient national marine transportation system in support of government marine objectives. As such, the ADM/Commissioner is the focal point for marine affairs.

The Group is responsible for major operational programs, safety and regulatory matters, and changes and amendments to relevant legislation, such as the Canada Shipping Act, the Arctic Shipping Pollution Prevention Act and the Navigable Waters Protection Act to ensure the proper enforcement of the marine regulatory system.

A description of the organization and responsibilities of The St. Lawrence Seaway Authority, Canada Ports Corporation and the four Pilotage Authorities, as well as the records held by them, are provided elsewhere in this register.

■ Harbours and Ports Directorate

This Directorate administers public harbours and port facilities serving commercial water transportation interests, and provides functional direction to the regions in these areas. It also serves as a focal point for harbour commissions' interests with the federal government.

■ Marine Navigation Services Directorate

This Directorate develops and recommends operational policies for the provision of aids to marine navigation; provides functional direction to the Canadian Coast Guard regions for marine aids to navigation and vessel traffic services; reviews and approves works in navigable waters; and directs the development of commercial navigable waterways. It prepares legislation and regulations for marine aids to navigation, vessel traffic services and the Navigable Waters Protection Act. It is also responsible for the custody and disposal of wrecked vessels.

■ Telecommunications and Electronics Directorate

This Directorate develops and recommends policies for the provision of maritime mobile safety communications, directs the operation of the Coast Guard radio station network and the radio navigation system, and directs the provision of all telecommunications and electronics systems utilized by the Coast Guard. It also prepares legislation and regulations for the performance and inspection of radio equipment fitted in ships for safety purposes.

■ Fleet Systems Directorate

This Directorate develops national policies and plans for the composition, operation and maintenance of the Canadian Coast Guard Fleet, which provides marine users with ice-breaking and ice-escort services, gives support to other functions, such as aids to navigation, and participates in research and sea rescue activities.

■ Search and Rescue Branch

This Branch develops, maintains and ensures the efficient operation of facilities and services to minimize loss of life and personal injuries in the marine environment as a result of search-and-rescue incidents.

■ Ship Safety Directorate

This Branch develops and applies safety standards for the design, construction, operation and maintenance of ships, Mobile Offshore Drilling Units (MODU) and air-cushion vehicles, as well as for their machinery and equipment, for navigation, for handling and stowage of cargo, for the qualification and certification of ships, MODU and air-cushion vehicle personnel, and for the prevention of pollution by ships. It also participates in the development of international codes, conventions and regulations concerning marine safety, and maintains registries of vessels and ships' personnel.

■ Marine Environmental Response and Emergency Planning Branch

This Branch is involved in clean-up of pollution from shipping and acts as a resource agency for marine pollution incidents from other sources. It evaluates, acquires and maintains the Coast Guard's pollution counter measures equipment and regularly provides exercises for the Coast Guard and other personnel. The Branch is responsible for the planning component of emergency planning in support of the Department of Transport requirements and Canada's commitments to NATO.

■ Northern Directorate

This Directorate develops and implements policies and plans for the establishment of an all-season Arctic operational region. Responsibilities include: the provision of ship safety inspections north of 60 degrees North; pollution prevention responsibilities under the Arctic Waters Pollution Prevention Act (AWPPA) in regard to ships; the administration of a research and development program to update regulations and standards; the coordination of an annual Eastern Arctic Sealift to resupply northern settlements and defence sites; and the development of navigation systems policies and practices. The Branch also provides liaison with other government departments, northern governments, interest groups and Inuit communities on subjects such as: processes, sovereignty issues, ship support to offshore exploration, ship trials, experimental voyages and season extension permissions.

Surface Group

The Assistant Deputy Minister, Surface, directs: the development, implementation and monitoring of policies and programs concerning railway safety, road safety, motor vehicle regulation and transport of dangerous goods. The Assistant Deputy Minister, Surface, also directs the development and updating of emergency plans and procedures for the surface transportation modes as well as their implementation during national emergencies.

The Surface Group is divided into three Directorates and two branches.

■ Railway Safety Directorate

This Directorate administers the Railway Safety Act, implements safety aspects of the national transportation policy and coordinates all programs relating to railway safety in Canada. The main responsibilities include development and enforcement of regulations, rules, standards and procedures governing safe railway operations in Canada. As well, it administers federal government funding programs designed to improve the safety of railway operations, including improvements to grade crossing warning systems and the construction of grade separations.

■ Road Safety and Motor Vehicle Regulation Directorate

This Directorate coordinates federal government activities in motor vehicle and traffic safety in order to reduce deaths, the severity of injuries, health impairment, property damage and fuel consumption. Principal responsibilities include development and enforcement of mandatory safety standards for motor vehicles, development of road safety countermeasures, liaison with motor vehicle agencies in other countries, management of the Motor Vehicle Test Centre and fuel economy programs, and participation in co-operative federal-provincial road safety programs.

■ Transport of Dangerous Goods Directorate

This Directorate administers the national Transportation of Dangerous Goods (TDG) program to promote public safety in the transportation of dangerous goods by all modes of transport throughout Canada. Activities include the development of standards and regulations and enforcement of the regulations governing the handling, offering for transport, transportation and in-transit storage of dangerous goods. It coordinates federal-provincial/territorial activities to ensure consistent Canada-wide delivery of the dangerous goods program as it relates to the highway mode of transport and interfaces with the other modes; and administers the availability of emergency response information through the operation of CANUTEC, a 24-hour emergency response and information centre for chemical transportation accidents. (To contact CANUTEC in case of an emergency, call collect (613) 996-6666. For information, call (613) 992-4624.) The Directorate publishes a Dangerous Goods Newsletter and a number of awareness and explanatory brochures which can be obtained from the Publication Administrator, Transport Dangerous Goods Directorate, Transport Canada, 344 Slater Street, Canada Building, Ottawa, Ontario K1A 0N5, or by telephoning (613) 998-6539.

■ Surface Emergency Planning and Operations Branch

This branch develops the contingency plans, procedures, organizations and facilities necessary to ensure the efficient and effective operation of rail, ferry and highway transportation systems and facilities that are essential to the national transportation system during periods of national crisis, international tension or war.

■ Resource Management and Executive Services Branch

This Branch provides effective resource management as well as executive and coordination services to assist the surface group.

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Policy and Coordination

Access to Information and Privacy; Human Rights; Information Collection and Public Opinion Research

Description: Institutional policies and procedures concerning information on access to departmental records, the protection of the privacy of individuals, human rights, and the paper burden reduction program.
Topics: Access to personal records; human rights; information collection and public opinion research.
Program Record Number: DOT COD 050

Air Forecast Information

Description: Information on future aviation traffic for passengers, aircraft movements, air cargo in Canada. The traffic forecasts fall into two major categories: national forecasts and site-specific (airport) forecasts and include macro forecasts of registered aircraft, licensed personnel, revenue passenger-kilometres, total hours flown, unit IFR flight plans by regions and Terminal Control Units. *Access:* Aviation forecasts can be retrieved by forecast subject and by airport. They are also available in various aggregate forms (Top 30 airports, national and regional). *Storage Medium:* Hard copy by forecast subject and by airport as well as by micro and EDP systems (Self-Serve Computer Retrieval System). *Program Record Number:* DOT ACA 300

Appeals from NTA Decisions

Description: Information on individual appeals filed with the Minister of Transport, and petitions filed with the Governor in Council concerning National Transportation Agency decisions, pursuant to sections 25 and 64 of the National Transportation Act, 1967 and sections 64 and 258 of the National Transportation Act, 1987. *Topics:* Notices of appeal; submissions of appeals; answers and replies; analysis and recommendations to Minister; ministerial opinions; petitions; interventions; recommendations to council; Orders-in-Council. *Program Record Number:* DOT ACE 030

Conferences and Committees

Description: Information on all conferences, committees and associated sub-committees in which the Department collaborates with other federal departments, agencies of other governments both national and international, international organizations and industry groups. *Topics:* Committees and conferences (interdepartmental, intergovernmental, international); organizations (e.g., OECD, ECMT, ECE, UNCTAD). *Access:* Files arranged by subject or name of committee; government; governmental department or agency; organization. *Program Record Number:* DOT COD 015

Crown Corporations

Description: Information on the Crown corporations, their components and subsidiaries, corporate plans, acquisitions and divestiture proposals; central agency and departmental policies on Crown corporations. *Topics:* Transport Canada Crown corporations; subsidiaries; acquisitions; financing; corporation plans; legislation. *Program Record Number:* DOT COD 025

Domestic Air Policy

Description: Information on the development and implementation of government policy initiatives on domestic and transborder air services. *Topics:* Bilateral agreement with United States; economic regulatory reform; subsidies; accessibility standards; specialty services; computer reservation systems; exemptions from Canadian ownership requirement; airline mergers and acquisitions. *Program Record Number:* DOT ACE 310

Highways

Description: Information on policies, studies and programs for the planning, development and management of highways, international bridges and tunnels, and federal-provincial collaboration in highway projects. *Topics:* Highway economics; engineering; construction and operations. *Access:* Files arranged by subject, name of project or highway, or geographical location. *Program Record Number:* DOT DSH 255

International Air Policy

Description: Information on the development and implementation of government policy initiatives with respect to the negotiation of bilateral air agreements with foreign countries, and regarding international civil aviation. *Topics:* Administration; air rights and air relations; country files (including mandate papers); international civil aviation and economic organizations; transport policy; airlines. *Program Record Number:* DOT ACE 315

Legislation

Description: Information on all legislation, federal, provincial, municipal or foreign, to which the Department is subject and which it must implement. *Program Record Number:* DOT COD 045

Marine Forecast Information

Description: Information on future marine traffic, by commodity and region, in Canada. The traffic forecasts fall into two categories: commodity flows and vessel movements, with forecasts for both categories available for 37 major commodities and by vessel type. The vessel movement forecasts also include forecasts for ballast vessel movements. The information is disaggregated as follows: seven Canadian regions, two U.S. regions and one Rest-of-the-World region. Forecasts of pleasure boat and commercial fishing boat populations, by province, are also provided. *Access:* The forecasts can be retrieved at the levels of disaggregation described above. *Storage Medium:* Hard copy. *Program Record Number:* DOT ACA 305

Marine Transportation Program

Description: Information on policies and programs for the administration of subsidies to ferry and coastal services. *Topics:* Ferry and coastal services; subsidies; levels of service; and tariffs. *Program Record Number:* DOT MPC 280

Motor Carriers

Description: Information on interprovincial and international motor carrier industry, intergovernmental relations, both federal-provincial and international. *Topics:* Commercial and private trucking; household goods; commercial buses; freight forwarding; federal and provincial regulations and laws; and studies. *Program Record Number:* DOT DSH 260

Parliamentary Affairs

Description: Information on written and oral questions in Parliament and other information required by Parliament, its committees, or other government institutions. *Topics:* Order Paper questions; oral questions; motions for production of papers; tabling of annual reports and returns; special committee of council; Standing Joint Committee on regulations and other statutory instruments. ***Program Record Number:*** DOT COD 055

Railway Passenger Services

Description: Information on railway passenger services and systems in Canada. ***Topics:*** Passenger services, VIA Rail. ***Access:*** By subject and project. ***Program Record Number:*** DOT DSH 290

Railways/Freight and Grain

Description: Information on railway policies, programs, regulations, freight transportation operations and services, capacity, grain transportation and handling. ***Topics:*** Lands; buildings; legislation; regulations; leases; finance; operations; maintenance; traffic; freight; rates; rights-of-way; main and branch lines; terminals; labour, environment. ***Access:*** By subject, project and location. ***Program Record Number:*** DOT DSH 285

Regulatory Activities (L1502 Block 5250, Series 5003)

Description: Information on the monitoring of departmental rule-making, participation in projects involving departmental statutes and subordinate legislation, and the implementation of systems and procedures to provide departmental users and the private sector with consolidated regulatory material. ***Topics:*** Regulatory reform; regulations consolidation; central registry for regulations and statutory instruments; regulations held on microfiche. ***Program Record Number:*** DOT COD 060

Research and Development

Description: Information dealing with departmental, federal, sectoral and international transportation research and development policies and programs. ***Topics:*** Government policies affecting research and development in transport; research; development and demonstration projects addressing: microelectronic applications; transportation of dangerous goods; aeronautics; airports; marine technologies; alternative fuel use in automotive, rail and marine applications; rail freight and rail passenger; highway and urban technologies; transportation of disabled persons; and energy. ***Program Record Number:*** DOT RDD 040

Strategic Planning

Description: Information on the departmental strategic planning process and on corporate priorities as well as the periodic review of departmental objectives. ***Program Record Number:*** DOT PPD 005

Strategic Policy Development

Description: Information on policy development services and advice on multimodal transport issues, monitoring and analyzing transport systems and formulating system strategies and proposals for government action as appropriate. ***Program Record Number:*** DOT PPD 010

Transportation of Disabled Persons

Description: Information on activities related to the implementation of the federal policy on transportation of disabled persons and senior citizens; research, development and demonstration; Minister's Committee on Transportation for Disabled Persons and Federal/Provincial/Territorial Committee on Road Transportation for Disabled Persons. ***Topics:*** Federal policy on transportation of disabled persons and senior citizens; research, development and demonstration; public education; Accessible Vehicle Acquisition Program. ***Program Record Number:*** DOT COD 020

Marine Group/Canadian Coast Guard

Aids to Navigation – Marine

Description: Information on the establishment, operation and maintenance of fixed and floating marine navigation aids. ***Topics:*** Buoys; lights; beacons; fog signals; notices to shipping; notices to mariners; site acquisitions; buildings; structures; service contracts and vessel traffic services. ***Access:*** By subject and geographic site. ***Storage Medium:*** EDP systems and microfilm. ***Program Record Number:*** DOT MAW 155

Air Cushion Vehicles (ACV)

Description: Information on all aspects of air cushion vehicles. ***Topics:*** Regulations; registration; licensing; certification; inspection; examination and certification of personnel; companies; equipment; material; research and development; and accidents and investigations. ***Access:*** Files arranged by subject, names of personnel, and name, type and registration mark of ACV. ***Storage Medium:*** EDP systems. ***Program Record Number:*** DOT MSS 240

Control of Shipping

Description: Information on the control of shipping, including national shipping policy, ports, pilotage and marine services policy and international shipping policy. ***Topics:*** Coasting trade, freight movements, commodities, marine irregularities, merchant marine, port traffic. ***Program Record Number:*** DOT MPC 210

Harbours and Ports

Description: Information on the establishment, administration, development, operation and maintenance of ports and harbours, including the establishment and collection of user charges. ***Topics:*** Facilities; studies; harbours and ports; headlines; harbour masters; property records; rules and regulations; tariffs and fees; returns and refunds. ***Access:*** By subject and geographic name of harbour or port. ***Program Record Number:*** DOT MPH 135

Harbours and Ports – Cargo Loading

Description: Information on rules and regulations concerning the handling and stowage of ships' cargoes and the appointment of surveyors and port wardens. ***Topics:*** Rules and regulations; reports and returns; and appointments of surveyors and port wardens. ***Program Record Number:*** DOT MSS 195

Ice Operations – Coast Guard

Description: Information on icebreaking, ice reporting, ice escorting and the International Ice Patrol. ***Topics:*** Icebreaking; ice reporting; ice reconnaissance; ice escorting; International Ice Patrol; methods and equipment. *Program Record Number:* DOT MFS 190

Navigable Waters – Obstructions
Description: Information on obstructions in navigable waters. *Topics:* Obstructions in navigable waters; wrecks and derelicts. *Access:* Files arranged by subject, individual, company, geographic location, waterway, type of obstruction or names of derelicts or wrecked vessels. *Storage Medium:* Microfilm, computerized data bank, lists and files. *Program Record Number:* DOT MAW 170

Navigable Waters – Protection
Description: Information on policies and regulations, and applications and approvals for industrial and other construction plans affecting navigable waters. *Topics:* Applications for approval; approval of construction; types of work; designation of navigable waters. *Access:* Files arranged by subject, individuals or companies, waterway, geographic location, type of building or work. *Storage Medium:* Microfilm, files, computerized data bank. *Program Record Number:* DOT MAW 160

Navigation and Seamanship
Description: Information on navigation, seamanship. *Topics:* Navigation, seamanship, collision regulations, speed of vessels, anchorages, schools, apparatus and equipment. *Program Record Number:* DOT MSS 205

Pollution
Description: Information on rules, regulations and policies for the prevention of pollution in inland waters and at sea. It includes emergency plans and operations concerning the clean-up of oil or other pollutants. *Topics:* Rules; regulations; policies; plans; operations; reports; methods and equipment. *Program Record Number:* DOT MSS 250

Search and Rescue – Coast Guard
Description: This class covers information relating to search and rescue operations, and lifesaving stations. *Topics:* Lifesaving stations; search and rescue; equipment and supplies. *Access:* Files arranged by subject, and geographically by name of lifesaving station. *Program Record Number:* DOT MSR 185

Ship Inspection – Appliances and Equipment
Description: Information on the testing and approval of ships' appliances and equipment. *Topics:* Engines; boilers; machinery; fire protection equipment; pollution prevention equipment; lifesaving equipment and materials used in construction of ships. *Storage Medium:* Microfilm. *Program Record Number:* DOT MSS 225

Ships – Canadian Government
Description: Information on the operations, functions and services performed by the Canadian Coast Guard fleet, such as northern supply operations, support to aids to navigation, icebreaking and search-and-rescue. This includes the Polar Icebreaker Vessel Project and information on the operation and maintenance of Canadian Coast Guard vessels, such as acquisitions and supplies. *Topics:* Purchases; charters; sales; services; northern transportation; accidents and damage claims; fuel; movements; provisioning; repairs and inspections. *Access:* Files arranged by subject and name of Coast Guard vessel. *Program Record Number:* DOT MFS 180

Ships – Inspection
Description: Information on inspection, regulations and procedures, including small vessel inspection, and capacity and horsepower plates. *Topics:* Regulations; procedures; small vessel inspection; and capacity and horsepower plates. *Access:* Files arranged by subject and names of small vessels. *Program Record Number:* DOT MSS 220

Ships, Inspection – Safety
Description: Information on the inspection and certification of ships used in the carriage of dangerous goods and load lines. *Topics:* Explosives; dangerous goods; and load lines. *Access:* Files arranged by subject and names of ships. *Program Record Number:* DOT MSS 230

Ships, Inspection – Specific
Description: Information on rules and regulations governing safety inspections of ships. There are individual case files for specific vessels containing inspection reports and certificates, survey reports, etc. *Topics:* Ferries, drilling rigs, ships, ships' tackle and survey reports. *Access:* Files arranged by subject and names of ships. *Storage Medium:* EDP systems. *Program Record Number:* DOT MSS 235

Ships – Measuring and Surveying
Description: Information on the rules, regulations and procedures for measuring and surveying ships; and tonnage measurements. *Topics:* Rules; regulations; appointment of measuring surveyors, and agreements with other countries. *Program Record Number:* DOT MSS 245

Ships' Officers and Seamen
Description: Information on the qualification and certification of ships' officers and seamen. *Topics:* Masters; mates; engineers; seamen; discharge books; shipping masters; examinations; certificates; welfare and discipline; and clearances of vessels. *Access:* Files arranged by subject and names of ships' officers and seamen. *Storage Medium:* EDP systems. *Program Record Number:* DOT MSS 200

Ships – Registration and Licensing
Description: Information on the registration and licensing of ships other than small vessels. *Topics:* Ports of registry; ships registered and ships licensed. *Access:* Files arranged by subject and names of ships. *Storage Medium:* EDP Systems. *Program Record Number:* DOT MSS 215

Telecommunications and Electronics – Marine
Description: Information on the establishment, operation and maintenance of stations and systems that provide communications and electronic navigation aids to the Canadian Coast Guard and marine transportation, including design and procurement of equipment. *Topics:* Establishment; construction; operation; maintenance; services; buildings; site acquisitions; concessions and

leases; apparatus; supplies; equipment; utilities; security and frequencies. *Access:* Files arranged by subject, geographical location and name of Coast Guard ship. *Storage Medium:* EDP systems and microfilm. *Program Record Number:* DOT MTE 175

Waterways

Description: Information on water levels and gauges, St. Lawrence waterways and the Canso Canal. *Topics:* Water levels and gauges; St. Lawrence waterways; Canso Canal; and St. Lawrence ship channel. *Program Record Number:* DOT MAW 165

Wharves

Description: Information on the administration, operation and maintenance of marine facilities under the jurisdiction of the Harbours and Ports Directorate, including the planning and development of port facilities and the establishment and collection of tariffs. *Topics:* Administration; rules and regulations; tariffs and fees; leases; inspections and wharf-owners. *Program Record Number:* DOT MPH 140

■ Surface Group

Dangerous Goods

Description: Information on policies, regulations, education programs and administrative matters relating to the transportation and handling of dangerous goods. *Topics:* Dangerous Goods and Regulations; commodities; engineering and safety standards; type of packaging; nature and application of permit; enforcement; training and certification; awareness and information; CANUTEC; evaluation analysis and risk assessments; liaison and agreements; committees and task forces; advisory board; education programs; inspections. *Program Record Number:* DOT TDG 035

Railway Safety

Description: Information on railway safety programs, policy development, rules, regulations, standards and their enforcement. *Topics:* Railway safety regulations; rules; standards; operations control; engineering; equipment; research and development; railway grade crossings; grade separations and railway relocation. *Program Record Number:* DOT DRS 295

Road Safety and Motor Vehicle Regulation

Description: Information on road and motor vehicle traffic safety, research and development of countermeasures, engineering development and enforcement of safety and emission standards, and safety regulations, management of the Motor Vehicle Test Centre and fuel economy programs. *Topics:* Road safety and motor vehicle regulation; countermeasures development; accident and defect investigations; public complaints; recall campaigns; motor vehicle engineering and safety standards; motor vehicle safety rules and regulations; Motor Vehicle Test Centre; compliance auditing and testing; national and international organizations and associations dealing with road and vehicle safety; motor vehicle emissions control; and fuel economy. *Access:* Files arranged by subject, project, company and safety standard. *Storage Medium:* EDP systems, test film, microfilm, and video tape. *Program Record Number:* DOT DTS 275

■ Security and Emergency Planning

Air Transportation Security

Description: Information on airport and air carrier security. *Topics:* Restricted areas; passenger screening; air carriers; airports; legislation; regulations; policies; agreements; procedures; ICAO; security programs; security equipment; inspections; enforcement. *Program Record Number:* DOT ABS 120

Emergency Planning and Operations

Description: Information on Department of Transport emergency planning. *Topics:* NATO, emergency exercises; international consultations; Crisis Centre; plans; agreements; vital points. *Program Record Number:* DOT ABS 340

Marine Security

Description: Information on marine security. *Topics:* Ship and port security; Canadian and international marine security initiatives; IMO technical security measures. *Program Record Number:* DOT ABS 335

Security – General

Description: Information on departmental security. *Topics:* Training; intelligence; electronic data processing and communications security; agreements; evaluations; incidents; clearances. *Program Record Number:* DOT ABS 345

■ Personnel Group

Employment Continuity Program

Description: Information on employees as a result of workforce adjustment situations. *Topics:* Employee positions, ECP status, redeployment considerations and retraining; statistics and brochures. *Program Record Number:* DOT APD 360

Employment Equity

Description: Information on target groups (e.g., women, aboriginal peoples, members of visible minority groups, and persons with disabilities) programs generally; statistics; brochures; surveys; reports. *Program Record Number:* DOT APD 355

Personnel Management Information System

Description: Personnel – basic information on incumbents; positions; training; official languages; person-year utilization; overtime and other extra-duty entitlements as specified in collective agreements. *Program Record Number:* DOT APD 350

Training Information Management System

Description: Departmental training information – planned and actual training activities and costs for the Department; organizational expenditures and revenues. *Program Record Number:* DOT APD 375

■ Aviation Group

Air Navigation System Requirements

Description: Information on air navigation systems and aids; on planning and policy for aerodromes, airspace, ANS services and facilities and aviation weather. ***Topics:*** Aerodromes; ANS levels of service; aeronautical publications; aviation weather requirements; flight inspection and calibration; and navigation aids. ***Program Record Number:*** DOT AAN 070

Air Traffic Operations (5250, 5258, 5260 Block)

Description: Information on the development of policies, rulings, and rates for air carriage of freight, mail and passengers. It includes details of operations and certificates of commercial airline companies, flying clubs and schools, and Air Canada. ***Topics:*** Express and freight; air carriage of mail; passenger traffic; airline companies; flying clubs; flying schools; operating certificates; and Air Canada. ***Access:*** Files are arranged by subject, airline company, flying club, or school. ***Program Record Number:*** DOT DLC 095

Air Traffic Services

Description: Information on research, development, implementation, and maintenance of national policies, systems and procedures for safe and efficient air traffic services and control within Canadian-controlled airspace. ***Topics:*** Area control; airport control; terminal control; information and supplementary services; research and development. ***Access:*** Files arranged by subject and geographically by site and oceanic codes or areas. ***Storage Medium:*** EDP systems. ***Program Record Number:*** DOT DAT 075

Aircraft (5008)

Description: Information on aircraft inspections, operations, types of aircraft. ***Topics:*** Registration, inspection and operation. ***Access:*** Files arranged by subject and aircraft markings. ***Storage Medium:*** EDP systems and microfilm. ***Program Record Number:*** DOT DLC 100

Aviation Medicine (5320 Block, 5802 Series)

Description: Information on airline associations, organizations, regional medical officers, medical examiners, standards, examinations, research, medical records of civil aviation personnel. ***Topics:*** First aid kits; flight time limitation and fatigue; regional medical officers and examiners; medical equipment; medical records of civil aviation personnel. ***Access:*** Files arranged by subject and name. ***Storage Medium:*** EDP systems and microfilm. ***Program Record Number:*** DOT DAM 130

Aviation Safety

Description: Information on the administration of national air transportation safety programs. ***Topics:*** Safety promotion projects such as Pilot Decision Making; Company Aviation Safety Management and Human Factor programs; survival and rescue surveys; research and analysis data; educational materials – posters, pamphlets, videos, films. ***Access:*** Files arranged by subject and project. ***Program Record Number:*** DOT DSP 115

Civil Aeronautical Products – Safety and Approval (5010, 5201, 5012 Block)

Description: Information on aircraft dealers, types and specifications, tests and approval of aircraft material and equipment. ***Topics:*** Type of aircraft; type of engine; material and equipment by aircraft dealers, certificates of airworthiness for aircraft and parts. ***Access:*** Files are arranged by individual company and aeronautical product. ***Program Record Number:*** DOT DAB 110

Compliance Policy and Procedures (5003, L1502 Block)

Description: Information on enforcement policy, procedure, case histories, air regulations and air navigation orders. ***Topics:*** Air regulations; air navigation orders; enforcement cases. ***Access:*** Files arranged by subject and enforcement case. ***Program Record Number:*** DOT DEL 125

Consultation Procedures on Aviation Legislation

Description: General information on the public consultation process concerning proposed legislation. ***Program Record Number:*** DOT DEL 365

Examinations and Certificates (5802)

Description: Information on personnel licensing standards, including examinations and certification for air pilots, flight engineers, flight navigators, aircraft maintenance engineers and air traffic controllers. ***Topics:*** Licensing standards; examinations; certificates; air pilots; flight engineers; flight navigators; aircraft maintenance engineers; air traffic controllers. ***Access:*** Files arranged by subject of licensing standards and examinations, name of air pilots, flight engineers, flight navigators, aircraft maintenance engineers and air traffic controllers, or applicant for licences. ***Storage Medium:*** EDP systems and microfilm. ***Program Record Number:*** DOT DLC 105

Flight Operations

Description: Information on types of aircraft operated by the Department. ***Topics:*** Flight operations; technical services; quality assurance; training and systems safety. ***Program Record Number:*** DOT AAA 090

Technical Services

Description: Information on the establishment, operation, and maintenance of stations and systems that provide communications and electronic navigation aids to civil aviation, including procurement of equipment, broadcast services, and airport advisory services. ***Topics:*** Establishment; construction; operation; maintenance; services; building site acquisitions; concessions and leases; apparatus; supplies; equipment; utilities; security; and frequencies. ***Access:*** Files arranged by subject, and geographically by site codes. ***Storage Medium:*** EDP systems and microfilm. ***Program Record Number:*** DOT DFS 080

■ Airports Group

Airports

Description: Information on civil airports, heliports, and STOL ports. *Topics:* Planning, establishment, design, construction, maintenance, operation and requirements of airports; site acquisition, including environmental considerations and grants; equipment; services; utilities; facilities; concessions and leases; claims; buildings; safety; licensing; policing and security; fire protection and rescue; and catering and messing. ***Storage Medium:*** EDP systems and microfilm. ***Program Record Number:*** DOT AAG 085

■ Review Group

Audits

Description: Information on the efficiency, economy and effectiveness of internal departmental management of organizations, functions and systems. ***Program Record Number:*** DOT ARE 325

Evaluations

Description: Assessments and studies of the effectiveness of internal departmental programs and accountabilities. ***Program Record Number:*** DOT ARE 330

Reviews

Description: Reviews of internal departmental functions and operations on behalf of group heads; the audit of concessions and contributions; and the post-review of major capital projects. ***Program Record Number:*** DOT ARE 320

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting
Acts and Legislation
Administration
Administration and Management Services
Audits
Budgets
Buildings and Properties
Buildings
Classification of Positions
Co-operation and Liaison
Employment and Staffing
Equipment and Supplies
Finance
Furniture and Furnishings
Human Resources
Lands
Occupational Health, Safety and Welfare
Office Appliances
Official Languages
Pensions and Insurance
Personnel
Procurement
Staff Relations
Training and Development
Utilities
Vehicles

Personal Information Banks

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■ Aviation Group

Aircraft

Description: The bank contains the names, addresses and telephone numbers of actual and previous owners of aircraft registered in Canada, copies of aircraft registration certificates, i.e. bills of sale, lease agreements, conditional sales contracts and other legal documentation which testify to the legal custody and control of aircraft, completed application forms for the registration of aircraft and customs declaration documents up to 1983 (customs declaration was no longer required after 1983 for the purpose of registering aircraft) and any correspondence between Transport Canada and anyone in regard to matters concerning the registration of aircraft. *Class of Individuals:* Actual and previous Canadian registered owners of aircraft. ***Purpose:*** This information is used for the aircraft registration publication: The Canadian Civil Aircraft Register, and its updating. The register is published by regulation and is used extensively for flight safety purposes, accident investigations, policing and other uses. *Retention and Disposal Standards:* Files are microfilmed five years after cancellation; paper records are then destroyed, and microfilms are forwarded to the National Archives of Canada. ***TBS Registration:*** 001044 ***Bank Number:*** DOT PPU 010

Aviation Legislation Consultation

Description: This bank contains comments from the public on proposed aviation legislation received as a result of publication of proposed legislation in the Canada Gazette, Part I, or on a solicited or unsolicited basis. *Class of Individuals:* General public. ***Purpose:*** Comments are obtained for the purpose of developing aviation legislation that is as responsive as possible to the needs of the aviation community and the public. *Retention and Disposal Standards:* To be determined. ***TBS Registration:*** 002300 ***Bank Number:*** DOT PPU 016

Aviation Licensing Database

Description: It contains personal characteristics, aviation training reports, routine medical reports, skills and licensing details on individual holders of civil aviation permits and licenses. Material on enforcement activities under the Aeronautics Act, and the Air Regulations and Air Navigation Orders is also included as well as occasional information related to enforcement under the Criminal Code. ***Class of Individuals:*** Air pilots, aircraft maintenance engineers, flight engineers, air traffic controllers, flight navigators, applicants for licences. ***Purpose:*** This bank is established to administer the issuance of Canadian Aviation Personnel licenses. It is used to monitor and control the issuance of licenses and permits. ***Consistent Uses:*** Information on an individual's type of licence, ratings and validity date is released to the general public in response to a specific request. ***Retention and Disposal Standards:*** Individual files are destroyed when a person dies or reaches the age of 100. ***TBS Registration:*** 001043 ***Bank Number:*** DOT PPU 005

Aviation Medical Licensing Data Bank

Description: This bank contains a summary of medical information, proficiency data, accident and enforcement data pertinent to the determination of fitness for aviation duties. ***Class of Individuals:*** Restricted to individuals with non-routine medical reports provided for licensing under the Aeronautics Act. ***Purpose:*** To ensure consistent application of medical standards to borderline cases from all regions. ***Retention and Disposal Standards:*** Files are retained for ten years. ***TBS Registration:*** 001046 ***Bank Number:*** DOT PPU 020

Compliance

Description: These files contain case histories of all individuals in enforcement actions. ***Class of Individuals:*** Persons identified in enforcement actions, whether or not they are holders of Canadian aviation documents, and foreign nationals, whether they are licence holders or not. ***Purpose:*** This information is used in the development of enforcement policies and procedures, functional supervision and auditing of enforcement activities by regional offices, communication with other federal departments, including the Department of Justice and the RCMP concerning enforcement of Part I of the Aeronautics Act and its regulations and various related administrative functions. ***Retention and Disposal Standards:*** Files are retained for two years after closure of case. ***TBS Registration:*** 001045 ***Bank Number:*** DOT PPU 015

Electrocardiographic (ECG) Records

Description: This bank functions as a central repository for electrocardiographic records for licensed aviation personnel. Data includes ECG records with or without interpretation records. ***Class of Individuals:*** Aviation personnel who require ECG's for licensing purposes. ***Purpose:*** Licensing and research. ***Retention and Disposal Standards:*** Files are retained for 75 years. ***TBS Registration:*** 001047 ***Bank Number:*** DOT PPU 025

■ Marine Group

Air Cushion Vehicle Personnel Certification

Description: This bank is a record of information related to the certification of crew members or engineers for employment on Air Cushion Vehicles granted in accordance with Part IV of Air Regulations. It contains names, dates of birth, technical education and qualifications of applicants, examination results and departmental certificates issued. ***Class of Individuals:*** All persons who have applied for certification as an Air Cushion Vehicle crew member or engineer. ***Purpose:*** The purpose of this bank is to provide documentation confirming that applicants are appropriately qualified, and certificated, in accordance with departmental requirements. ***Consistent Uses:*** To authenticate decisions relating to examination requirements and to provide a record of an individual's career progress. Information is normally provided only to the individual and his/her employer. Information relating only to the type and validity of a licence may be released to the general public in response to a specific request. ***Retention and Disposal Standards:*** Individual files are destroyed when the individual dies or reaches the age of 75. ***TBS Registration:*** 002302 ***Bank Number:*** DOT PPU 039

Canadian Emergency Beacon Registry

Description: This information forms a register of 406 MHz emergency beacon numbers, the names, addresses and contact phone numbers of the beacon owners, and a brief description of the vehicle on which the beacon is carried. ***Class of Individuals:*** The general public, private corporations and public agencies that must or have voluntarily registered their ownership of an emergency beacon. ***Purpose:*** To provide information to organizations which participate in the search for and rescue of persons in distress in Canada and worldwide. ***Consistent Uses:*** Should any foreign search and rescue authority receive an alert from a Canadian registered beacon, a description of the vehicle to which the beacon is registered will be passed to that authority upon request. Personal information will be used only by the Canadian search and rescue authorities. ***Retention and Disposal Standards:*** Information is retained indefinitely or until the beacon is destroyed or registered to a new owner. ***TBS Registration:*** 002301 ***Bank Number:*** DOT PPU 051

Certificates of Competency and Service as Engineer at Sea

Description: This bank is a record of information on all certificates of Competency as Engineers or service granted in accordance with section 115 of the Canada Shipping Act. It contains names, dates and places of birth, grades and classes of certificates, places of examination and the dates of issue of certificates as issued to Canadian citizens, or permanent residents of Canada who passed the appropriate examinations. ***Class of Individuals:*** All persons who have made application for, or who hold a certificate of competency or service as Engineer at Sea. ***Purpose:*** The bank is used to confirm that an individual is qualified to act in a particular capacity on board a ship and to ascertain that the individual may be named in an exemption. The bank is also used to facilitate the replacement of a lost certificate, etc. ***Retention and Disposal Standards:*** Individual files are destroyed when a person dies or reaches the age of 70. ***TBS Registration:*** 001899 ***Bank Number:*** DOT PPU 038

Certificates of Competency and Service as Master or Mate

Description: This bank is a record of information on all certificates of competency or service granted in accordance with section 126 of the Canada Shipping Act and to record information on all certificates issued pursuant to section 232 of the Act. It contains names, dates and places of birth, grades and classes of certificates with any endorsements, places of examination and dates of issue of certificates, for certificates issued to any Canadian or British subject or landed immigrant to Canada who has passed an examination for a certificate of competency as master or mate or obtained any certificate pursuant to section 232 of the Act. *Class of Individuals:* All persons who have made application for, or who hold a certificate of competency or service as master or mate on a Canadian ship. *Purpose:* The bank is used to confirm that an individual is qualified to act in any particular capacity; to ascertain if an individual may be named in an exemption and to replace lost certificates. *Retention and Disposal Standards:* Individual files are destroyed when persons reach the age of 75. *TBS Registration:* 001048 *Bank Number:* DOT PPU 030

Certificates of Competency as a Marine Engineer

Description: This bank records information on the issue of marine engineer certificates as required by section 126 of the Canada Shipping Act. It contains dates and places of birth, grades, types, numbers and dates of issuance of the certificate granted for any Canadian or landed immigrant who has passed the appropriate examination and has been granted a marine engineer certificate of competency. *Class of Individuals:* Canadian citizens, permanent residents of Canada and citizens of Commonwealth countries who wish to take Canadian Coast Guard marine engineering examinations. *Purpose:* The bank is used to ascertain that an individual has been granted a specific marine engineer certificate. *Retention and Disposal Standards:* Files are destroyed when the individual dies or reaches the age of 70. *TBS Registration:* 001049 *Bank Number:* DOT PPU 035

Record of Canadian Coast Guard Command Certificates

Description: This information forms a register of the Command Certificates of Competency issued by the Canadian Coast Guard. It is maintained under the authority of Canadian Coast Guard Fleet Order No. 22. This file contains names, social insurance numbers, birth dates, date and place of examination, date of issue, names of examiners and certificate numbers issued to date. *Class of Individuals:* Personnel who have obtained the qualification, generally middle to senior navigation officers or commanding officers. *Purpose:* The bank is a record of the number of Command Certificates issued to date and to whom they have been issued. *Retention and Disposal Standards:* Files are transferred to the National Archives of Canada after 50 years. *TBS Registration:* 001052 *Bank Number:* DOT PPU 050

Record of Canadian Coast Guard Watchkeeping Certificates and Operations Endorsement

Description: This bank contains names, dates of examination, issue, birth and certificate numbers of Coast Guard watchkeeping certificates of competency and operations endorsements issued by the Canadian Coast Guard. *Class of Individuals:* Relates to personnel who have acquired the necessary sea service and have subsequently successfully passed examinations. *Purpose:* The purpose of this bank is to record the number of certificates issued to date and to whom they have been issued. *Retention and Disposal Standards:* Files are transferred to the National Archives of Canada after 50 years. *TBS Registration:* 001051 *Bank Number:* DOT PPU 045

Records of Sea Service for Canadian Merchant Seamen

Description: This bank contains individuals' names, dates and places of birth, record of vessels and periods of service for Merchant Seamen in the Canadian Merchant Navy. The records maintained by the Department of Transport cover the preceding 15-year period together with World War II, 1939 to 1947, and 10 specific ships which operated in the Korean Conflict, 1950 to 1953. National Archives of Canada are now custodians of Transport records for the period 1948 to 1969. Records maintained by the Department of Transport are in constant use. *Class of Individuals:* Canadian Merchant Seamen. *Purpose:* The purpose of this bank is to record information on Canadian Merchant Seamen in order to provide statements of sea service when required by seamen and other departments. *Retention and Disposal Standards:* Log books are retained for 15 years, then forwarded to the National Archives of Canada. Articles of Agreement are microfilmed and the paper records of wartime are forwarded to the National Archives of Canada. All other records are destroyed after microfilming. Original rolls of microfilm are forwarded to the National Archives of Canada after 30 years. *TBS Registration:* 001050 *Bank Number:* DOT PPU 040

Register of Ships

Description: This bank contains the names, addresses, occupations and citizenship of ship owners; and the names and addresses of mortgages of ships. The bank also contains details on the ship, and on transfers of ownership, registrations and discharges of mortgages, etc. The Register may be inspected by any person for any reason. Copies of the Register may also be obtained. *Class of Individuals:* Ship owners and ship mortgagees. *Purpose:* The information was compiled to comply with section 7 of the Canada Shipping Act. The Register of Ships confers the right to fly the Canadian flag. Registered ships are entitled to the protection of the Crown and limitation of liability. The Register is a title system for ship ownership and registrations of mortgages. *Retention and Disposal Standards:* Files are retained for 20 years after closure of ship. *TBS Registration:* 002304 *Bank Number:* DOT PPU 041

Vessel Licences

Description: This bank contains the name and address of the licence holder; and the length, breadth, depth and estimated tonnage of the vessel. ***Class of Individuals:*** Actual and previous owners of small vessels. ***Purpose:*** The purpose of this bank is to issue licences to, and provide identification of, owners of small vessels operating in Canadian waters, rivers and lakes, and to meet the requirements of the Small Vessel Regulations. The information is also used for enforcement of safety regulations, search and rescue purposes, to provide safe boating information, etc. ***Consistent Uses:*** This bank is also used by: officers of federal/provincial departments for enforcing various statutes and regulations and the issue of special licences or permits; police authorities for enforcing safety regulations and identifying stolen and missing property; operators of canals and locks for collecting fees and regulating traffic; operators of marinas for assessing dues and fees for docking facilities; yacht brokers to establish ownership when purchasing or taking vessels as trade-ins; banks and other financial institutions to identify owners of vessels pledged as security for loans; insurance companies to establish ownership before settling claims resulting from theft, loss or damage. ***Retention and Disposal Standards:*** Records are retained indefinitely. ***TBS Registration:*** 002305 ***Bank Number:*** DOT PPU 042

■ Administration

Access Requests

Description: This bank contains the access request forms sent by individuals requesting access to government information and their files pursuant to the Access to Information Act or the Privacy Act, the replies to such requests and information related to their processing. ***Class of Individuals:*** General public and government employees. ***Purpose:*** This bank is used for processing access requests only and to report on the number of access requests received annually. ***Retention and Disposal Standards:*** Files are kept for two years after latest administrative decision. ***TBS Registration:*** 001591 ***Bank Number:*** DOT PPU 065

Automated Label Processing System (ALPS)

This bank contains the names and addresses of individuals who receive printed information and documents issued or distributed by officials of the Department. Also included is a listing of publications distributed via ALPS. The information relates to departmental employees and the general public. The purpose of this bank is to distribute information according to the individual's interest. A specific mailing list may on occasion be shared with another organization within the Department in response to a specific request. Lists are updated regularly, and therefore kept indefinitely. ***Bank Number:*** DOT PPU 083

Contract Data Statistical Reporting System

This bank contains information for reporting of contract statistical data on contracts awarded by the Department. The information relates to contractors, contract entry conditions, project title, value and location of the work. The system was introduced to improve the capability of the Department to meet the increasing demand for information on its contracting activities. Files are retained for two years. ***Bank Number:*** DOT PPU 078

Executive Correspondence

Description: This bank contains general correspondence to the Minister, Minister of State, Ministers' Staff, as well as background information provided by departmental officials which is used in the responses. ***Class of Individuals:*** Members of the public making enquiries on the programs and policies of the Department and related agencies (VIA, CN, Air Canada, etc.); also Members of Parliament and the Cabinet. ***Purpose:*** To record correspondence from the public on departmental policies, programs and issues. ***Retention and Disposal Standards:*** Paper records are retained for up to eight months, and then sent to the National Archives of Canada in computer files. ***TBS Registration:*** 002308 ***Bank Number:*** DOT PPU 066

Expenditure Accounts and Control

Description: This bank contains information pertaining to the payment of professional fees, travel and miscellaneous expenses to consultants, personal service contractors under contract with Transport Canada. Also, payment of fellowships, honorarium fees to private sector individuals with whom Transport Canada has entered into an agreement to extend this financial assistance. ***Class of Individuals:*** Private sector individuals under contract/other agreement with Transport Canada for the provision of professional/special services. ***Purpose:*** This bank is used for the payment of invoices and claims submitted by contractors. ***Retention and Disposal Standards:*** The files are preserved for a six-year period (in Transport Canada for three years and thereafter sent to the National Archives of Canada). ***TBS Registration:*** 001594 ***Bank Number:*** DOT PPU 080

Human Rights – Complaints

Description: This bank is under the control of the departmental Human Rights Coordinator. The files contain copies of all documents related to the CHRC complaint process, i.e. from the Complaint Form through to the final CHRC decision or Terms of settlement. ***Class of Individuals:*** General public. ***Purpose:*** This bank maintains records of complaints made against the Department of Transport to the Canadian Human Rights Commission. ***Retention and Disposal Standards:*** Two years. ***TBS Registration:*** 001592 ***Bank Number:*** DOT PPU 070

Revenue Accounting and Control

Description: This bank is used for managing billing and accounts receivable systems to effect cost recovery on behalf of Transport Canada as well as the receipt and deposit of public money. Related information is maintained to administer these accounting responsibilities. ***Class of Individuals:*** Private sector individuals to whom invoices are issued to record their indebtedness to the Government of Canada. ***Purpose:*** Information is obtained for the billing system, the accounts receivable system, and receipt and deposit of public money. ***Retention and Disposal Standards:*** In accordance with the Government of Canada retention and destruction periods for financial records – six years. ***TBS Registration:*** 001593 ***Bank Number:*** DOT PPU 075

Staffing
Description: This bank contains applications for employment describing personal characteristics and histories of educational and working backgrounds of applicants. Some applications also contain unsolicited performance appraisals. This bank may also contain exams taken by applicants, and results of such exams. ***Class of Individuals:*** Public servants and the general public. ***Purpose:*** The purpose of this information bank is to maintain a record of candidates seeking employment in the Department. It is used to fill vacant positions in conformity with the Public Service Employment Act and Regulations. ***Retention and Disposal Standards:*** Files are retained for two years. ***TBS Registration:*** 001053 ***Bank Number:*** DOT PPU 060

■ Airports Group

Airport Restricted Areas Access Security Clearances
Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS) investigations, fingerprint cards, criminal histories; and correspondence related to the security clearances of individuals working in or applying to work in the restricted areas of airports. ***Class of Individuals:*** Individuals working in or applying to work in restricted areas of airports, who are not applying to work in or working for the federal government by way of appointment, assignment or contract. ***Purpose:*** The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for individuals working in or applying to work in a restricted area of an airport but who are not candidates for or employees of positions in the federal government requiring security clearances. In making decisions on levels of clearance, institutions may refer only to the information contained in this bank and not to investigative information contained in the CSIS bank. ***Consistent Uses:*** To support the decisions to allow access to restricted areas of airports. ***Retention and Disposal Standards:*** Records are destroyed two years following notification that access to the restricted areas of airports is no longer required. ***TBS Registration:*** 002868 ***Bank Number:*** DOT PPU 093

Airside Vehicle Operators Permit (AVOP) Database
Description: The bank contains personal information, related employment, evaluated knowledge and skill tests and results, related permit and security clearance number, copy of the permit issued and site endorsement records. ***Class of Individuals:*** All persons operating a vehicle without escort on that portion of an airport to which public access is normally restricted. ***Purpose:*** This bank is established to identify the location where records are held and to administer, monitor and control the issuance of airside vehicle operators permits at Canadian airports. ***Consistent Uses:*** Used in support of licence, suspension/revocation/court action requiring supporting evidence about the licence. ***Retention and Disposal Standards:*** Records are retained for the active life of the permit plus three years. ***TBS Registration:*** 001898 ***Bank Number:*** DOT PPU 085

■ Surface Group

Level II Motor Vehicle Accident Data
Description: This bank contains information obtained through the process of motor vehicle collision investigations. The data consist of: vehicle damage description, environmental and roadway conditions, driver condition (police reports) and personal injuries as described by victims and hospital records. ***Class of Individuals:*** Persons involved in motor vehicle collisions (occupants or pedestrians). ***Purpose:*** The intended use of the information is research into the causes of highway deaths and injuries to develop countermeasures in injury and fatality. This will not involve matching specific people with accident information. ***Retention and Disposal Standards:*** Records are retained for continuous use and will be held for a minimum of five years. ***TBS Registration:*** 002693 ***Bank Number:*** DOT PPU 090

Motor Vehicle Multidisciplinary Accident Investigation Reports
Description: The reports contain all pertinent information concerning collision of motor vehicles: vehicle damage/photos/road conditions/environmental conditions and other contributing factors. ***Class of Individuals:*** Persons involved in collisions (occupants or pedestrians). ***Purpose:*** To develop safety standards to minimize highway injuries/deaths. ***Retention and Disposal Standards:*** All reports will be held for at least five years. ***TBS Registration:*** 002692 ***Bank Number:*** DOT PPU 091

Special Motor Vehicle Accident Investigations
Description: These reports contain findings of studies done to test new safety equipment i.e.: air bags/automatic seatbelts, and the potential hazard when vehicles collide with vehicles propelled by propane or natural gas (as well as public concern over accidents involving for instance a school bus). ***Class of Individuals:*** All persons involved in such accidents (occupants or pedestrians). ***Purpose:*** The intended use of all data is to monitor the effectiveness of safety standards and to keep pace of safety problems that may arise due to this new technology. ***Retention and Disposal Standards:*** These reports will be held for at least five years. ***TBS Registration:*** 002691 ***Bank Number:*** DOT PPU 092

Manuals

Review Group
- Internal Audit Manual

Finance Group
- Transport Canada Financial Policy and Procedures Manual (TP-117)

Security and Emergency Planning Group
- Security and Emergency Planning Group Inspection and Enforcement Program
- Transport Canada Alert Book (TP-8550E)

- Transport Canada National Emergencies Book (TP-8231E)
- Transport Canada Security Manual (TP-789), and related Security Bulletins

Policy and Coordination Group

- A Model for Forecasting Air Travel Demand Between Canada and Abroad (TP-6184E)
- Air Traffic Review (TP-1715)
- An Evaluation of the Accuracy of Aviation Activity Forecasts – Lester B. Pearson International Airport (TP-10830E)
- An Evaluation of the Accuracy of Aviation Activity Forecasts for the Top 9 Airports (TP-10654E)
- An Evaluation of the Forecasting Accuracy of Aviation Activity Forecasts (TP-9032E)
- An Evaluation of the Forecasting Accuracy of the Domestic Module of PODM (Passenger Origin-Destination Model) (TP-8183E)
- An Update of the PTAM (Passenger Traffic Allocation Model) Objective Functions Coefficients (TP-6478E)
- Aviation Aggregate Demand Indicators (TP-9589E)
- Aviation Industry Review (TP-9764E)
- Central R&D Program Planning Guidelines (TP-9494)
- Combination of Forecasts (TP-6624E)
- Final Report on the Use of Annual Inputs in PTAM (Passenger Traffic Allocation Model) (TP-6334E)
- Highlights of Transport Canada's Program on Transportation of Disabled Persons (TP-10467)
- In-House Definitions Manual (TP-1369E)
- Marine Forecast Reports
- Models for Forecasting Hours Flown (TP-7388E)
- Models for Forecasting Regional Air Passengers and Itinerant Aircraft Movements (TP-7389E)
- PODM: Air Passenger Origin-Destination Forecasting Model (TP-2195E)
- PTAM: The Passenger Traffic Allocation Model Summary Report (TP-2411E)
- Senior Management Meeting Report (TP-8227)
- Transportation Development Centre (TDC) Annual Review (TP-3230)
- Transportation Development Centre (TDC) Publication Standards and Guidelines for Contractors (TP-929E)
- Transportation Development Centre (TDC) Research and Development Operational Plan (TP-5474)
- Transportation Development Centre (TDC) Project Procedures Manual (TP-2108E)
- The Accuracy of Some Socioeconomic Forecasts used as Input to PODM (Passenger Origin-Destination Model) (TP-9400E)
- The Canadian General Aviation Dynamics Model (TP-3775E)
- The Recalibrated Passenger Origin-Destination Model (PODM) Summary Report (TP-3215E)
- The Relationship of Quality of Service to Air Travel Demand (TP-4907E)
- The Respecification and Recalibration of PODM (Passenger Origin-Destination Model) (TP-7327E)
- The 1980 Canadian General Aviation Activity Survey Summary Report (TP-3221E)
- Transport Canada Aviation Forecast Conference Proceedings – November 1990 (TP-9587E)
- Transport Canada Aviation Forecasts 1990-2003 (TP-7960E)
- Transport Canada Aviation Forecasts 15 Federally-Dependent Airports (TP-10767E)
- Transport Canada Corporate Directions (TP-6620)
- Transportation Development Centre (TDC) Project Directory (TP-1936E)
- Transportation of Disabled Persons Program – Operational Plan (TP-10101)

Personnel Group

- Annual Training Plan (TP-6915)
- Calendar of Courses – Cornwall/Sydney (TP-920)
- Making Presentation (TP-9997)
- Orientation Handbook (TP-10802)
- Personnel Bulletins – Transport Canada (TP-1030)
- Transport Canada In-House Training and Development Program Calendar NCR (TP-2038)
- Transport Canada Personnel Manual (TP-116)

Aviation Group

- Aeronautics Act Amendments, an Overview (TP-7748)
- Aeroplane Private and Commercial Pilot Licences, including Helicopter to Aeroplane Pilot Licences (TP-5717)
- Air Carrier Certification Manual (TP-4711)
- Air Carrier Check Pilot Manual (TP-3646)
- Air Carrier Inspector Manual – Large Aeroplanes (TP-4827)
- Air Carrier Inspector Manual – Rotorcraft (TP-4357)
- Air Carrier Inspector Manual – Small Aeroplanes (TP-3783)
- Aircraft Maintenance Engineer Licence (TP-3043)
- Aircraft Maintenance Manual – seven volumes
- Air Navigation Resource and Project Synopsis (TP-3135)
- Air Traffic Control Procedures and Pilot/Controller Responsibilities Examination (TP-2900)
- Airworthiness Directives (TP-7245E)
- Airworthiness Manual (TP-6197E)
- Application for Horizontal Separation (TP-2479)
- ATS Management Directive (ATMD) (TP-941)
- Aviation Occupational Safety and Health Compliance Manual (TP-7886E)
- Canadian Commercial Air Service Operations Certification Requirements and General Information (TP-8880)
- Civil Aeronautics Jurisprudence (TP-4311)
- Civil Aviation Terminology Manual (TP-7762E)
- Community Airport Radio Stations – Arctic Observation Communication Certificate Program
- Community Airport Radio Stations – Telecommunications Guidelines for Community Aerodrome Radio Stations
- Control Tower Site and Design Standards (TP-210)
- Dangerous Goods – Inspector's Handbook (TP-385)
- Digest of Civil Aeronautics Jurisprudence (TP-4312)
- Enforcement Manual (TP-3352E)
- Enforcement Manual (TP-3352)
- Engineering and Inspection Manual, Parts I and II (TP-51-2-1-2)
- Engineering and Inspection Manual, Part III (TP-51-2-3)
- Flight Attendant Manual (TP-3693)
- Flight Engineer Licence (TP-4831)

- Flight Instructor Guide (TP-975)
- Flight Instructor's Guide – Part I (TP-4417E)
- Flight Instructor Rating – Aeroplane (TP-2810)
- Flight Navigator Licence (TP-3614)
- Flight Operations Manual, Fixed Wing Aircraft (TP-3463) Flight Operations Manual, Helicopters (TP-3493)
- Flight Services Specialist Supplementary Training – Aviation Weather Information Service
- Flight Test Standards and Guide – Multi-Engine Class Rating Aeroplane (TP-219)
- Flight Test Guide – Private and Commercial Pilot Licence Aeroplanes (TP-2655)
- Flight Test Guide – Private and Commercial Pilot Licence Helicopters (TP-3077)
- Flight Training Manual (TP-1102)
- Flying the Weather VFR (TP-3115)
- Glider Pilot Licence (TP-876)
- Guidance Manual for Application of Air Navigation Order, Series 1, No. 2 (TP-3640)
- Helicopter Maintenance Engineer Shipboard Manual (TP-4986)
- Helicopter Study and Reference Guide for Private and Commercial Pilot Licences, including Aeroplane to Helicopter Pilot Licence (TP-2476)
- Holding Criteria Document (TP-345)
- ICAO Accident Prevention Manual
- ICAO Annex 13
- ICAO Investigation Manual
- ICAO Search and Rescue Manual
- Instrument Procedures Manual (TP-2076)
- Instrument Rating (TP-691)
- List of Civil Aviation Publications (TP-3680)
- Manual of Equipment, Part I: Radar (TP-541)
- Manual of Equipment, Part 2: Operational Information Display
- Manops, Vols 1 and 2 Eng. (TP-703) Inc. ATSD (TP-943) ATSI (TP-942)
- Manops, Vols 2 to 8 inclusive, and ATC Training Program, Vols 1 to 6 inclusive
- Manual of Special Aviation Events (TP-389)
- Master Index of Telecommunications and Electronics Specifications (TP-2322)
- Master Index of Telecommunications and Electronics Standards and Procedures (TP-923)
- Micro Computer NEF System Users Manual (TP-6907E)
- Minister's Representative Manual – Aviation Group Procedures for Responding to CASB Investigations
- National Search and Rescue Manual
- NEF System Users Manual (TP-6012E)
- Notices to Aircraft Maintenance Engineers and Aircraft Owners (TP-4914)
- Objectives, Organization and Policies Document, Volume III, (TP-1838E)
- Personnel Licensing Handbook: Volume 1 – Flight Crew (TP-193), Volume 2 – Aircraft Maintenance Engineers and Air Traffic Controllers (TP-194), Volume 3 – Medical Requirements (TP-195)
- Personnel Licensing Medical Procedures Manual (TP-1794)
- Personnel Licensing Procedures Manual (TP-2943)
- Plan for the Security Control of Air Traffic and Air Navigation Aids (SCATANA) (TP-1258)
- Radar Flight Check Manual (TP-1334)
- Radio Operator Training Objectives – Basic Training
- Rule-Making Policies and Procedures Manual (TP-2713)
- Safe Manual (System Analysis and Functional Evaluation)
- Self-Paced Study Package for the Flight Instructor Guide – Section I (TP-4416)
- Senior Commercial and Airline Transport Pilot Licence (TP-690)
- Sport Parachuting (TP-5668)
- Technical Services Standards and Procedures
- Telecommunications and Electronics Standards and Procedures (TESP's)
- Ultra-light Aeroplane and Hang Glider Information Manual (TP-4310)

Airports Group

- Manuals associated with the Airside Vehicle Operations Permit System
- Airport Traffic Directives for the Operation of Vehicles on Airport Movement Areas (TP-2633)
- Manual on Airside Vehicle Operators Permit (AVOP) System (TP-7596)

Marine Group/Canadian Coast Guard

- Arctic Marine Emergency Plan
- Canadian Aids to Navigation System
- Careers – Canadian Coast Guard
- CCG Careers: Engineering Technician, Electronics Technician, Marine Traffic Regulator, Professional Engineer, Radio Operator
- Code of Nautical Procedures and Practices
- Diving on Shipwrecks
- Examination and Certification of Masters and Mates (Publication Examination – 1979 ed)
- Equivalent Standards for Fire Protection of Passenger Ships
- Guide for Customs Officers – Canada Shipping Act
- Guide to Helicopter/Ship Operations
- Hydraulics Research Centre
- Index to Notices to Mariners (annual)
- International Code of Signals
- Joint Canada/US Marine Pollution Contingency Plan
- Joint Industry – Coast Guard Guidelines for the Control of Oil Tankers and Bulk Chemical Carriers in Ice Control Zones of Eastern Canada
- List of Lights, Buoys and Fog Signals (4 Vol: Atlantic, Newfoundland, Inland, Pacific)
- List of Wrecked Vessels
- Marine Automation Standards for Remote and Automated Control Systems in Ships
- National Marine Emergency Plan
- National Training Plan: Coast Guard Emergencies
- Navigable Waters Application Guide
- Navigating Appliances and Equipment Standards
- New Canadian Buoyage System
- Notices to Mariners (weekly, annual)
- Plastic Piping Standards
- Radio Aids to Marine Navigation
- Routing Standards
- Ship Safety Electrical Standards
- Standard Marine Navigational Vocabulary

- Standard for the Control of Gas Hazards in Vessels to be Repaired or Altered
- Standards for Navigation Lights, Shapes, Sound Signal Appliances and Radar Reflectors
- Standards for Radio Installations and Related Equipment,1981
- Standards Respecting Noise Control and Hearing Protection in Canadian Towboats over 15 Tons, Gross Tonnage
- Standards Respecting Mobile Offshore Drilling Units (MODU)
- Structural Fire Protection Standards: (1) Testing and Approval Procedures (2) List of Approved Products
- Summary of (T) and (P) Notices to Mariners (annual)
- TERMPOL Code (2nd edition) Code of Recommended Standards for the Safety and Prevention of Pollution for Marine Transportation Systems and Related Assessment Procedures
- Vulnerability of Bridges in Canadian Waters

Surface Group

- An Overview of the Railway Safety Act
- Canutec – Canadian Transport Emergency Centre (TP-2553)
- Intermodal Consignments of Dangerous Goods – Transport Units/Ferries (TP-7032)
- Carriers (Dangerous Goods) (TP-7275)
- Exporters and Importers (Dangerous Goods) (TP-7274)
- Dangerous Goods Classification and Safety Marks (TP-10164)
- Dangerous Goods – Guide to Initial Emergency Response 1986 (TP-7341E)
- Dangerous Goods Labels (TP-6152E)
- Dangerous Goods Labels – The Marks of Safety (TP-5947)
- Dangerous Goods Placards (TP-6152E)
- Dangerous Goods Placards – The Marks of Safety (TP-5949)
- Defect Investigation Procedures (TP-6891)
- Handling, Offering for Transport and Transporting Dangerous Goods (TP-10165)
- Motor Vehicle Test Centre – Facilities and Services Description
- Motor Vehicle Test Centre Fees Order (SOR/86-191)
- Transport of Dangerous Goods Supervisor – Instructor Manual (TP-8528E)

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

For further information about the Department, its programs and functions, contact may be made in person, by phone or by writing to the following:

Ottawa

Director General, Public Affairs
Tower C, 21st Floor
Place de Ville
Ottawa, Ontario
K1A 0N5

(613) 990-6138

Newfoundland Region

Regional Director, Public Affairs
Transport Canada
Atlantic Place, Suite 608
Box 69 – 215 Water Street
St. John's, Newfoundland
A1C 6C9

(709) 772-4328

Maritime Region

Regional Director, Public Affairs
Transport Canada
46 Portland Street, 7th Floor
P.O. Box 1013
Dartmouth, Nova Scotia
B2Y 4K2

(902) 426-3589

Quebec Region

Regional Director, Public Affairs
Transport Canada
Édifice Régionale, 700, Leigh Capreol
P.O. Box 500
Dorval, Quebec
H9R 5P8.

(514) 633-3404

Ontario Region

Regional Director, Public Affairs
Transport Canada
Suite 300, 4900 Yonge Street
North York, Ontario
M2N 6A5

(416) 224-3487

Manitoba/Saskatchewan Region

Regional Director, Public Affairs
Transport Canada
22nd Floor, 333 Main Street
P.O. Box 8550
Winnipeg, Manitoba
R3C 0P6

(204) 983-6315

Alberta/NWT/Yukon Region

Regional Director, Public Affairs
Transport Canada
Suite 187, 12th Floor
Canada Place
9700 Jasper Avenue
Edmonton, Alberta
T5K 4E6

(403) 495-3811

British Columbia Region

Regional Director, Public Affairs
Transport Canada
800 Burrard St.
Vancouver, British Columbia
V6Z 2J8

(604) 666-7016

Reading Room

An area in the Office of the Access to Information Coordinator (see address in Introduction) has been designated under the Access to Information Act as a public reading room. Arrangements to view documents can also be made with the Regional offices listed above.

Transportation Safety Board of Canada

Chapter 112

General Information

Background

The Canadian Transportation Accident Investigation and Safety Board Act was proclaimed on 29 March 1990, establishing an independent multi-modal agency which is known by its applied tile, "Transportation Safety Board of Canada (TSB)".

The TSB's sole object is the advancement of transportation safety. It has a mandate to do so in a number of ways, chiefly by conducting independent investigations and studies in order to identify transportation safety deficiencies and make recommendations designed to eliminate or reduce these deficiencies.

With establishment of the new Board, transportation accident investigation and related functions will be carried out by an agency which is independent of the government agencies responsible for the regulation and operation of transportation facilities and services. The Board approaches its work in a different context and with a different perspective from that of the units within the regulatory agencies (Transport Canada, the National Transportation Agency and the National Energy Board) formerly responsible for transportation accident investigation in the marine, rail and commodity pipeline modes of transport.

Responsibilities

The Board's responsibilities are set out in the Canadian Transportation Accident Investigation and Safety Board Act.

The object of the Transportation Safety Board is to advance transportation safety. It is to do this by:

a) conducting independent investigations and if necessary, public inquiries into air, marine, rail and pipeline occurrences in order to make findings as to their causes and contributing factors;

b) reporting publicly on its investigations and public inquiries and on the related findings;

c) identifying safety deficiencies as evidenced by transportation occurrences;

d) making recommendations designed to eliminate or reduce any such safety deficiencies; and

e) initiating and conducting special investigations and studies on matters pertaining to safety in transportation.

When it investigates an occurrence, the Transportation Safety Board has the exclusive jurisdiction to investigate for the purpose of making findings as to the causes and contributing factors; other federal agencies cannot investigate for this purpose when the TSB is investigating. The Board reports publicly on its investigations and public inquiries and on the related findings. Board reports must, wherever possible, include safety recommendations.

In making its findings as to causes and contributing factors of a transportation occurrence, it is not the function of the Board to assign fault or determine civil or criminal liability. But, the Board must not refrain from fully reporting on the causes and contributing factors merely because fault or liability might be inferred from its findings. The Act provides that no finding of the Board shall be construed as assigning fault or determining civil or criminal liability, and the findings of the Board are not binding on the parties to any legal, disciplinary or other proceedings.

The Board reports annually to Parliament through the President of the Queen's Privy Council for Canada.

Legislation

- Canadian Transportation Accident Investigation and Safety Board Act
- Proposed Canadian Transportation Accident Investigation and Safety Board Regulations (Pre-publication in Canada Gazette expected in Fall of 1991)

Organization

The Board

The Statute provides for a Board consisting of up to five full-time members, including the Chairperson. The Act requires that members be collectively knowledgeable about marine, commodity pipeline, rail and air transportation. They are appointed by the Governor in Council and supported by a public service staff. Members' duties include establishing policies respecting the classes of occurrences to be investigated and policies to be followed in the conduct of investigations, reviewing investigation reports, determining findings as to causes and contributing factors, identifying safety deficiencies and making safety recommendations. Reporting to the Chairperson is the Executive Director.

Executive Director

The Chairman has delegated to the Executive Director the role and functions of a Chief Operating Officer. As such he is responsible for seeing to the day-to-day management and coordination of all TSB's activities and operations to ensure they are conducted effectively and efficiently; included are responsibilities for the acquisition and allocation of human and financial resources, and the provision of ongoing support and advice to the Chairperson.

Policy and Planning: The policy area is accountable for developing proposals and providing advice with respect to any TSB activities which have policy implications. It also advises on the development of TSB general policies, and the establishment of TSB goals and objectives. The planning area is accountable for developing a strategy and plan to implement the goals and objectives adopted in line with the Board's policies.

Legal Services: This area provides services with respect to all legal matters which arise in connection with TSB activities, including services and advice in connection with proceedings by or against the Board in legal or other proceedings.

Corporate Services Branch

This Branch assists operating branches in achieving efficient, effective and economical delivery of departmental programs through provision of administrative, financial and personnel services and controls. This Branch is also responsible for the activities of the Secretariat.

■ Personnel

Provides a full range of personnel services and controls to management and employees of the Board. This includes advice and support to senior management on staff relations, human resources and career planning, staffing, classification, official languages, management and professional development, program development and policy interpretation. Personnel coordinates an employee assistance program to advise managers on supervisory problems and a counselling service to assess, treat and resolve problems in order to restore the employee's performance to an optimum level.

■ Administrative Services

This sector provides service to the agency in administrative functions. It provides the framework for administrative activities such as materiel management, corporate information holdings, security and reception. It also ensures that there are enough controls to assure the public that the administration responsibilities of the agency are effectively and efficiently accomplished.

■ Finance

This sector is responsible for services and advice to management and for financial reporting and control to ensure that the agency can be administered effectively and efficiently.

■ Secretariat

This sector is responsible for managing administrative activities related to the preparation and coordination of Board meetings, the administrative support required by the Board for the conduct of public inquiries, and for the coordination of report production. It is also responsible for administering the Access to Information Act and the Privacy Act including informal requests for information, and for the administration of the Harassment policy.

Investigation Operations Directorate

The Directorate is responsible for all aspects of the agency's marine, rail, commodity pipeline and air transportation safety investigations. The Directorate is divided into five branches:

Marine Investigation Branch: The Director of this Branch has exclusive responsibility to direct the conduct of marine investigations on behalf of the Board. Marine investigators are experienced master mariners, chief engineers, or naval architects.

Rail and Commodity Pipeline Investigation Branch: The Director of this Branch has exclusive responsibility to direct the conduct of rail and commodity pipeline investigations on behalf of the Board. Rail investigators are experienced in the many disciplines of rail operations (locomotive operations, equipment design and maintenance, roadbed, tracks and signals, operating rules, and dangerous goods). A Commodity Pipelines investigator must be familiar with pipeline design and operations as well as dangerous goods matters.

Air Investigation Branch: The Director of this Branch has exclusive responsibility to direct the conduct of air investigations on behalf of the Board. The investigators are experienced pilots, aircraft maintenance engineers, or air traffic controllers.

Engineering Branch: This Branch specializes in laboratory testing and analysis of parts, structural components, systems, instruments, and wreckage of materials and components from transportation occurrences. Additional responsibilities include underwater search and recovery of wreckage, documentation of occurrence sites, and the extraction and interpretation of data from on-board voice and data records. The Engineering Branch has also developed expertise in document restoration, image analysis, and new investigation techniques based on photogrammetric and remote sensing technology.

Safety Medicine Branch: Safety Medicine provides support in all the medical aspects of occurrence investigations and safety deficiency analysis. This includes ensuring the laboratory testing and analysis of human tissue and fluids to search for substances or evidence of diseases which may have degraded crew performance; applying the techniques of pathology and toxicology in the determination of events in the accident sequence; assisting in the identification of victims of fatal accidents; analyzing injury patterns; and identifying means of reducing accident injury severity.

Safety Analysis and Communications Directorate

This Directorate is responsible for developing safety action proposals primarily based on the analysis of safety deficiencies identified through occurrence investigations or studies; it is also responsible for communicating the results of the Board's work. This directorate is responsible for the following activities:

Accident Prevention: is responsible for the development and management of systems and procedures for investigating hazards, managing the conduct of multi-modal studies and of individual marine, rail, commodity pipeline and air safety studies, developing procedures for evaluating safety deficiencies identified through such studies or through accident/incident investigations, and for developing, coordinating and monitoring the implementation of recommendations designed to eliminate or reduce safety deficiencies. It is also responsible for the management of a voluntary confidential occurrence reporting program and for developing the confidence of the transportation community in the use of this program.

Informatics: is responsible for the development and operation of Canada's transportation occurrence database and other computer systems required in support of the Board's activities, and the application of advanced statistical analysis and forecasting techniques to aid in the early identification and correction of transportation safety deficiencies. This sector is also responsible for the response to internal and external requests for transportation safety statistics or statistical analyses.

Human Performance: This activity consists of the behavioral and ergonomic aspects of the broad field known as human factors. It encompasses sensory perception and reaction, training, crew coordination, the impact of fatigue or stress, as well as interactions among humans and between humans, machines and the environment. A head office unit provides standards and training for investigators and assists in the conduct of complex investigations and safety deficiency analysis.

Communications: is responsible for providing advice with respect to the formulation of TSB communications policies and for the implementation and evaluation of these policies. It provides TSB with information regarding the public response to current issues and trends on transportation safety. In addition it provides effective communications support to the agency during the investigation of major occurrences and in the planning, implementation and evaluation of programs.

Information Holdings

Program Records

Corporate Planning

Description: Information in support of the corporate planning system development and operation as well as information pertaining to corporate studies and assignments. *Topics:* Corporate planning systems and strategic directions. *Program Record Number:* TSB CPP 100

■ Investigation operations

Air Investigations

Description: Information relating to the conduct and reporting of aviation occurrence investigations. *Topics:* Aviation safety investigation policy, aviation safety investigation – general, public inquiries, designation of investigator, flight recorders, major occurrence readiness, observer status, accident/incident – aircraft occurrence investigations, ATS/FSS investigations, ATS special investigations. *Program Record Number:* TSB ASI 200

Engineering Branch

Description: Information in support of transportation investigations relating to specialized laboratory testing and analysis of parts, structural components, systems, instruments, wreckage of materials and components from transportation occurrences, underwater search and recovery of wreckage, documentation of occurrence sites, and the extraction and interpretation of data from voice and data records. *Topics:* Engineering Branch – general, EDP, government projects, management support and technology development, national and foreign projects. *Program Record Number:* TSB ELI 500

Legal Services

Description: Information relating to administration of legal matters, opinions and decisions, powers of attorney, commissioner of oaths, affidavits etc. *Topics:* TSB Act and proposed Regulations, Memoranda of Understanding. *Program Record Number:* TSB LSB 620

Marine Investigations

Description: Information relating to the conduct and reporting of marine occurrence investigations. *Topics:* Marine casualty investigations – general, instructions, studies, occurrence reporting – general, wreck reports, pleasure craft investigations, special investigations, marine occurrences (commercial) – general, marine occurrence – investigations. *Program Record Number:* TSB MSI 300

Railway/Pipeline Investigations

Description: Information relating to the conduct and reporting of rail/pipeline investigations. *Topics:* Occurrence investigations – railway, occurrence investigations – pipeline, dangerous goods, emergency preparedness, observer status, powers of investigators, public queries, railway equipment reporting requirements, special equipment, stub sills failure on tank cars, summary of railway accidents. *Program Record Number:* TSB RPI 400

Safety Analysis and Communications Directorate

Description: Information relating to transportation safety deficiencies, recommendations, advisories, statistics, macro analysis and special studies, human performance evaluation, communications and EDP systems. *Topics:* Transportation Safety – general, air safety – general,marine safety – general, specific aviation safety advisories, specific marine safety advisories, specific railway/safety advisories, specific pipeline safety advisories, specific aviation safety information letters, specific marine safety information letters, specific railway/pipeline safety information letters specific safety recommendations, program monitoring systems – general, program monitoring system – airworthiness, confidential aviation safety reporting system – general, confidential reports, confidential marine safety reporting system, special safety projects – aviation, marine, railway pipeline, safety studies – general, unsolicited and specific subject studies, human performance – general, human performance/ICAO Study Group, human performance investigations, communications policies and strategy, internal communications, annual report, public inquiries, EDP systems, data analysis, statistics. *Program Record Number:* TSB SPD 610

Safety Medicine Branch

Description: Information in support of all medical aspects of occurrence investigations and safety deficiency analysis. *Topics:* Safety medicine general, medical support/requirements and utilization, medical services/coroners' recommendations, psychological factors. *Program Record Number:* TSB SMI 600

■ Corporate Services

Administrative Services

Description: Information relating to administrative and managerial services, acts and legislation, associations, committees, conferences, meetings etc. *Topics:* Administration – general, administration organization – general, access to information and privacy acts, acts and legislation – general, – departmental, – federal, agreements, appreciation, complaints, inquiries, associations, clubs, societies – general, campaigns, directives, orders, committees – general, – departmental, – interdepartmental, conferences, meetings, symposia, seminars, – general, – departmental, – interdepartmental, communications – general, – telephone, cooperation and liaison – general, – federal/provincial, – international, – universities, colleges, schools etc corporations, companies, firms, correspondence management – general, data processing, emergency measures, forms management, records management, library services, buildings and properties, equipment and supplies, contracts. *Program Record Number:* TSB ASD 630

Financial Services

Description: Information relating to financial management, annual budget and person-year utilization. *Topics:* Annual Statement of Operations, annual budget (O&M), annual budget (capital), person-year utilization report, supplementary estimates, schedule of delegated signing authority. *Program Record Number:* TSB FSB 640

Personnel Services

Description: Information relating to the employment of members of the public service of Canada, documentary forms, personal files, correspondence regarding policy including attendance, establishment, leave, holidays, salaries and wages, promotions, training of staff etc. *Topics:* Personnel – general, personnel – personal records, appointments – general, audits, awards and honours, classification, employment and staffing, human resources, occupational safety and health, official languages, pay and benefits, reports and statistics, staff relations, studies, surveys, systems, etc. *Program Record Number:* TSB PSB 650

Secretariat

Description: Information relating to agendas and minutes of Board meetings, public inquiries, report production, harassment policy, information inquiries and access to information and privacy. *Program Record Number:* TSB BSS 660

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits

Budgets

Buildings and Properties

Buildings

Cooperation and Liaison

Equipment and Supplies

Finance

Furniture and Furnishings

Lands

Office Appliances

Procurement

Utilities

Vehicles

Personal Information Banks

■ Transportation Safety

Access to Information and Privacy Requests Data Bank

Description: This bank contains request forms and letters sent by individuals to the Board under the Access to Information Act and Privacy Act. The bank also contains replies made to such requests, and all records related to the processing of these requests, including, if applicable, exemptions claimed, intervention of third parties, complaints received and reports and recommendations of the Information and Privacy Commissioners. *Class of Individuals:* All applicants, under the Access to Information or Privacy Act, for information controlled by the Board. *Purpose:* The purpose of this bank is to store information about requests made under the Access to Information Act and the Privacy Act. *Consistent Uses:* Compiling statistics relating to the administration of the Acts. *Retention and Disposal Standards:* Two years after last administrative action. *TBS Registration:* 002979 *Bank Number:* TSB PPU 015

Applications for Employment

Description: This bank contains applications for employment with the Board. These requests usually consist of a letter and curriculum vitae. Applications are examined and considered for available or future positions. *Class of Individuals:* General Public. *Purpose:* This information was not solicited but was provided voluntarily by individuals seeking employment with the Board. *Retention and Disposal Standards:* These records are retained in the Board for one year, then destroyed. *TBS Registration:* 002980 *Bank Number:* TSB PPU 010

Confidential Reporting

Description: This bank was established to encourage members of the aviation transportation community to report hazards and possible safety deficiencies with a view to preventing accidents and incidents. ***Class of Individuals:*** Pilots and other crew members, mechanics, ramp employees, air traffic controllers etc and the general public. ***Purpose:*** To prevent accidents and incidents. ***Consistent Uses:*** Compiling statistics analysing information and drafting Recommendations designed to prevent accidents and incidents. ***Retention and Disposal Standards:*** 20 years; but, pursuant to the Regulations, information provided to the Board on the identity of the reporter is returned within ten clear days from receipt of the report and no record of the identity of the person making the report, or any information that could reveal his or her identity is retained. ***TBS Registration:*** 002977 ***Bank Number:*** TSB PPU 020

Investigation Files – Marine, Rail, Pipeline, Air

Description: Accident/incident files contain information gathered during the course of an investigation, and may contain personal information on individuals. During the field phase, all basic information is documented. Safety deficiency notifications are prepared, laboratory examinations are requested to test and analyse material and metallurgical component failures, and when required, specimens from surviving or deceased crew are analysed at a medical laboratory. ***Class of Individuals:*** Individuals involved in transportation occurrences. ***Purpose:*** The purpose of this bank is to enhance existing transportation safety programs by identifying safety deficiencies, by identifying anomalies and trends, and by making recommendations designed to eliminate or reduce safety deficiencies. ***Consistent Uses:*** Compiling statistics relating to the administration of the Act. ***Retention and Disposal Standards:*** Files are kept for 20 years. ***TBS Registration:*** 002981 ***Bank Number:*** TSB PPU 005

Mailing Lists

Description: This bank contains mailing lists with the names and addresses of individuals, pilots, academics, media organizations, firms, companies, etc. ***Class of Individuals:*** Pilots, marine masters, engineers, academics, government officials, flying training schools and the general public. ***Purpose:*** To maintain standard lists of individuals, organizations, groups, businesses etc for the purpose of mailing publications, reports, news letters, press release and other documentation of Board activities and programs. ***Consistent Uses:*** The information is used to mail and distribute documentation to individuals on the mailing lists. ***Retention and Disposal Standards:*** Records are updated continuously to keep abreast of any changes. ***TBS Registration:*** 002978 ***Bank Number:*** TSB PPU 025

Classes of Personal Information

In the course of conducting the programs and activities of the Board, categories of personal information may be accumulated which are not contained in the specific personal information banks previously described in this entry. Such personal information includes requests for information and publications, research proposals, expressions of public support, comments and suggestions, and complaints. This information is stored as part of the general subject files, the records of which are not normally retrievable by name of individuals or other personal identifier. Specifics must be provided concerning the subject matter, related program activity, as well as the date on which the information was received by the Board and to whom it was addressed.

Manuals

- Manual of Investigative Procedures
- Financial Management Manual
- Financial Coding Manual
- Records Management Manual
- Manual of Standard Operating Procedures
- Manual of Public Inquiry Procedures
- Personnel Management Manual
- Data Processing
- Subject File Classification

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

For assistance concerning the interpretation of Board Guidelines, interested parties may contact:

Coordinator
Access to Information and Privacy
Transportation Safety Board of Canada
P.O. Box 9120
Alta Vista Terminal
Ottawa, Ontario
K1G 3T8

Reading Room

The information centre of the Board's Secretariat has been designated under the Access to Information Act as a public reading room at the following address:

Transportation Safety Board of Canada
200 Place du Portage, 4th Floor
Promenade du Portage
Hull, Quebec

Treasury Board of Canada Secretariat

Chapter 113

General Information

Background

The Treasury Board is a committee of the federal Cabinet. The President of the Treasury Board is the chairman of the committee, and its members include the Minister of Finance and four other ministers who are appointed by the Governor in Council. The Board was created by Order-in-Council in 1867 and received statutory approval in 1869. Its secretariat was part of the Department of Finance until 1966, when it became a separate Department.

Responsibilities

The Board's responsibilities, as set out in the Financial Administration Act, include administrative policy, organization of the public service, financial management, personnel management and expenditure management. The 1988 Official Languages Act invests the Treasury Board with responsibility for the general direction and coordination of the Official Languages' policies and programs of the government in federal institutions. The Treasury Board Secretariat serves as the employer for negotiating federal Public Service collective agreements under the Public Service Staff Relations Act. It sets policy in the areas of these specific responsibilities and examines and approves the proposed spending plans of government departments. The Treasury Board is served in these functions by the Treasury Board Secretariat.

The Secretary is the Deputy Minister, who directs the work of the Department and advises the President and the Board on all areas concerning the organization and management of the public service under the jurisdiction of the Treasury Board.

Legislation

- Access to Information Act, 1980-1981-1982-1983, c. 111 (SI/83-108), most sections
- Adjustment of Accounts Act, 1980-1981-1982-1983, c. 17 Appropriation Acts
- Auditor General Act, 1976-1977, c. 34
- Canada Pension Plan, C-5, section 88(2)
- Canadian Human Rights Act, 1976-77, sections 51, 56, SI/78-33
- Civil Servants Widows Annuities Act, 1926-27, c. 74
- Crown Corporations Dissolution Authorization, 1985, c. 41
- Financial Administration Act, 1985, Part I, 3, 4, 5, 6, 7
- Governor General's Act, G-9
- Lieutenant Governors Superannuation Act, 1974-1975-1976, c. 73
- Miscellaneous Statute Repeal Act, 1980-1981-1982-1983, c. 159
- Official Languages Act, 1988
- Privacy Act, 1980-1981-1982-1983, c. 111 (SI/83-109), most sections
- Public Sector Compensation Restraint Act, 1980-1981-1982-1983, c. 122
- Public Service Pension Adjustment Act, P-33
- Public Service Superannuation Act, P-36
- Statutory Minimum Salaries Act, S-3
- Supplementary Retirement Benefits Act, c. 43 (1st Supp.)

Organization

■ Office of the Secretary

The Secretary is the Deputy Minister, who directs the work of the institution. The Office of the Secretary consists of the office of the Secretary, the Communications Division, the Submission Control Unit and Corporate Policy. The Office of the Secretary is also responsible for the coordination of requests received under the Access to Information Act and the Privacy Act for information held by the Treasury Board Secretariat.

■ Administrative Policy Branch

The Administrative Policy Branch is responsible for advising the Treasury Board on all matters, including departmental proposals, relating to general administrative policy in the Public Service of Canada. The Branch develops, interprets and monitors the implementation of administrative policies, ensuring that the principles of equity, prudence and probity are upheld in the management of federal government materiel, services and information. The Branch is responsible for promoting the efficient operation of departments, the effectiveness of federal programs and ensuring fair information practices in government. The Branch is also responsible for the Bureau of Real Property Management and the Regulatory Affairs Division. The Bureau was established in 1986 to advise the Treasury Board on matters relating to the management of real property under the custody of all departments and agencies. The Bureau is responsible for the development of real property policies and for the maintenance of information on property holdings. It advises the Treasury Board on acquisitions and disposals, long-term real property capital plans and major capital projects and on the allocations of property to the custody of program departments and agencies. The Regulatory Affairs Division is concerned with ensuring "smarter regulation". These efforts are concentrated on three fronts: efficient regulatory management within the federal government, a regulatory process that is more open and accountable to elected representatives and the public, and regulatory policies which ensure that benefits exceed costs. The intent of these initiatives is to ensure that regulations are economically and socially responsible, responsive to the public, and not unduly onerous.

■ Official Languages Branch

This branch develops and communicates government policies and programs for the application of the Official Languages Act within departments and agencies of the Government of Canada, as well as judicial, quasi-judicial or administrative bodies or Crown corporations, and monitors, audits and evaluates their implementation and effectiveness.

In accordance with the revised policies on official languages in the Public Service issued in September 1977, the Branch is responsible for producing general guidelines and criteria to provide overall direction to departments and agencies; providing technical and specialized assistance as required; reviewing the annual plans and reports of departments for their official languages program and recommending appropriate action; auditing and evaluating departmental official languages activities; and monitoring the overall progress of the Public Service towards the achievement of official languages objectives. It is also responsible for managing the Official Languages Information System (OLIS); and preparing an annual report to the government on the status and evaluation of official languages policies and programs in the Public Service. The Branch is also responsible for informing federal employees and other interested parties on the Official Languages Act and the government's official languages policies and programs.

■ Personnel Policy Branch

The role of this branch is to develop, communicate and provide for the implementation and evaluation of the personnel policies, systems and methods necessary to ensure that the human resources needed to carry out government programs effectively are determined, obtained at competitive cost, managed and developed efficiently. The interests and the individual and collective rights of employees are duly taken into account.

The Branch's specific areas of responsibility include general personnel management; classification, pay and human resource information system; pensions and planning, and evaluation and policy development.

The Staff Relations Division of the Personnel Policy Branch is responsible for conducting labour negotiations on the employer's behalf in the federal Public Service as described in Schedule 1, Part 1, Public Service Staff Relations Act (PSSRA), and in the process, for carrying out consultations with the Public Service unions at the national level, and for engaging in effective two-way communications with departmental management with respect to Public Service employer-employee relations. The Division conducts, administers and advises on collective bargaining, negotiations, consultations, exclusions, designations, certification, grievances and adjudication, and employer-employee relations training.

■ Program Branch

The Branch provides analyses and recommendations to the Treasury Board to assist it in decisions on resource allocation involving departmental Multi-year Operational Plan proposals, the Estimates (both Main and Supplementary) and Treasury Board submissions. It communicates to departments the policies, directives and decisions emanating from the Treasury Board that affect the use and level of resources and monitors the implementation of the decisions as required. Records on submissions other than operational plans and estimates are maintained by the Submission Control Unit.

The Branch is also responsible for: the production, in a timely manner, of Main and Supplementary Estimates to convey the government's spending plans to Parliament; and providing the President of the Treasury Board (a member of Cabinet committees), with information and advice on departmental submissions to Cabinet. It operates the decision-making and resource allocation system (the recording and reporting of the expenditure plans of the government, including the resource implications of all Cabinet decisions and the status of commitments on a multi-year basis). As well, the Branch is responsible for the production of multi-year forecasts of spending requirements and the reporting of these forecasts to the Priorities and Planning committee as part of its review of fiscal plans. It provides advice and recommendations to the President of the Treasury Board on the operating budgets, capital budgets, corporate plans and financial requirements of Crown corporations and their subsidiaries, and on the development of policy and legislation governing Crown corporations in general. The Branch is also responsible for coordinating the implementation of increased ministerial authority and accountability within the Treasury Board Secretariat and the Office of the Comptroller General. The Branch also develops and maintains systems and issues the instructions and directives necessary to meet the above requirements.

Branch staff is required to maintain close working relationships with departmental and Crown corporation managers and officials of the Department of Finance and the Privy Council Office.

■ Administration Branch

This branch assists the Secretary of the Treasury Board, the Comptroller General, the Deputy Minster of Finance and the Deputy Minister of the Office of Privatization and Regulatory Affairs in the management of the internal administration of their organizations, and provides financial, personnel, administrative and management advice to branches and divisions.

The Branch consists of five divisions: Administrative Services, Financial Services, Personnel Division, Security Services and Systems Division. In addition to the functions of these divisions, the Branch is responsible for a number of other activities which are under the direction of the Assistant Deputy Minister. These are: task force organization; coordination of the Canada Savings Bonds campaign and the United Way campaign for the four departments; coordination of blood donor clinic; coordination of one-time campaigns: 1981 Census, Children's Hospital of Eastern Ontario fund-raising campaign; and administration of Suggestion Award programs.

■ Human Resources Development Branch

The Branch was established to help departments better manage human resources and to support the Human Resources Development Council (HRDC) as a catalyst for implementing improved human resources management in the spirit of PS2000. The Branch is responsible for the following areas of strategy, policy and best practices: human resources planning; training and development; developmental programs; deployment; performance review; career planning and counselling; empowerment.

Information Holdings

Program Records

■ Office of the Secretary

Access Requests

Description: Requests under the Access to Information Act to access records under the control of Treasury Board Secretariat; replies to such requests; and relevant information to the processing of such requests. Information is used to process requests and for research and statistical purposes. ***Program Record Number:*** TBS SEC 005

Communications

Description: Information on services in the areas of communications, public relations and publishing. *Topics:* Administrative Policy Branch; Office of the Comptroller General; Official Languages Branch; organizational communications; Personnel Policy Branch – Staff Relations Branch, collective agreements and bargaining; Program Branch; Bureau of Real Property Management; Administration – financial management, budgets and estimates; personnel; requisitions; articles, bulletins, guides; books and publications – Treasury Board and Office of the Comptroller General; briefings, presentations, interviews; circulars, directives, orders; committees and councils – Management committee; conferences, meetings, seminars; inquiries from the public; news releases – departments and agencies, unions; press clippings; reports and statistics. ***Program Record Number:*** TBS SEC 006

Corporate Policy

Description: Documentation on corporate planning and coordinating activities in the Treasury Board Secretariat. *Topics:* Administration Branch, Administrative Policy Branch, Bureau of Real Property Management, Official Languages Branch, Personnel Policy Branch, Program Branch, Staff Relations Branch, Auditor General, briefings, budgets, committees and meetings, multi-year operational plans, Office of the Comptroller General of Canada, personnel, plans and programs, productivity improvement – liaison with departments and agencies, task forces. ***Program Record Number:*** TBS SEC 021

Privacy Act Requests

Description: Requests under the Privacy Act to access records under the control of the Treasury Board Secretariat; replies to such requests; and information relevant to the processing of such requests. Information is used to process requests and for research and statistical purposes. ***Program Record Number:*** TBS SEC 010

Task Force on Productivity

Description: Information on methods being introduced by federal agencies to improve productivity. *Topics:* Committees and councils; liaison – departments, agencies and Crown corporations, outside organizations, Treasury Board Secretariat; project action plans; success stories – departments, agencies and crown corporations, Treasury Board Secretariat. ***Program Record Number:*** TBS SEC 020

Treasury Board Submissions

Description: Departmental submissions to the Treasury Board of Canada. Treasury Board submissions and related documents are confidences of the Queen's Privy Council and excluded from the purview of the Access to Information and Privacy Acts. *Topics:* Procedures; analysis; general statistical indicators; outstanding submissions and unreported decisions; screening; status reports; synopsis; Treasury Board of Canada meetings. ***Program Record Number:*** TBS SEC 015

■ Administrative Policy Branch

Administrative Policy

Description: General information on the development, implementation, and monitoring of policies, regulations and suggested practices on a wide range of administrative matters. *Topics:* Administrative Policy Manual – manual distribution, materiel, services, information management; departmental role issues; planning and evaluation – audit activities, board of management, evaluation – services, contracting, long-range planning, memoranda of understanding, performance measurement, planning; refunds and remissions; restraints on administrative expenditures; Treasury Board Senior Advisory Committee (TBSAC); ex gratia payments – damage and losses, remuneration, special cases. ***Program Record Number:*** TBS APB 025

Communications

Description: Information on the development, revision and implementation of various government communications policies. *Topics:* Advertising, publishing; special events. ***Program Record Number:*** TBS APB 035

Consulting and Professional Services

Description: Basic research on techniques to improve administrative and, where requested, personnel management, control and budgeting, fiscal and cost accounting, and operational systems of departments and government as a whole. *Topics:* Consulting and professional services – architectural and engineering services contracts, consultants and consulting services, reports. ***Program Record Number:*** TBS APB 060

Contracts

Description: Information on policies and guidelines for departments and agencies, and the establishment of authority levels in five categories of contracts: construction, goods, services, consulting services and leases, as well as special authorities conferred under Increased Ministerial Authority and Accountability Agreements. In each category, there is a basic authorization level that applies to most departments, as well as higher levels, reflecting the mandates of the common service agencies, Supply and Services Canada and Public Works Canada, and other departments with major contracting activities, such as Transport Canada and Indian and Northern Affairs Canada, as appropriate. In addition, there are a number of special authorities reflecting particular departmental responsibilities. ***Topics:*** Contracting – bonds, securities, holdbacks; construction – dredging, projects, contract claims and disputes; contracting for goods – National Defence; contracting for services – advertising and public relations, cleaning services, education and training, fee guidelines, films, television and theatre, former government officials, health and medical services, contracts for the services of individuals, protection services, reporting requirements, transportation services; contracting – liaison with associations; contracting out – science and technology; contracting – bids; Treasury Board Advisory Committee on Contracts (TBACC). ***Program Record Number:*** TBS APB 045

Delivery of Government Services

Description: Information related to the government's policy of determining the cost of and ways to deliver government services most efficiently, whether from the public or private sectors. *Topics:* Policy development; liaison with departments and agencies. *Program Record Number:* TBS APB 229

Federal Identity Program

Description: Information on the development, revision and implementation of government policy on the Federal Identity Program. *Topics:* Application and implementation; liaison – provinces, territories, other countries; visual identity – information material, road signs, stationery and forms, vehicle markings. *Program Record Number:* TBS APB 050

Implementation of the Access to Information and Privacy Acts

Description: Information on policy development regarding the Access to Information Act and Privacy Act and activities by government institutions in fulfilling the requirements of this legislation. *Topics:* Policy development regarding access procedures, fees, exemptions, Cabinet confidences, ministerial records, and collection, retention, use and disclosure of personal information; the Access and Privacy Advisory Committee and other ad hoc committees relating to access and privacy; legal interpretations; parliamentary review of the Access to Information Act and Privacy Act; reports by government institutions; production of Info Source; briefings and presentations; statistical reports and legislation and policies – provincial and other countries. ***Program Record Number:*** TBS APB 145

Information Management

Description: Information on the implementation and evaluation of policies and guidelines on the management of data and information technology. ***Topics:*** Corporate information management; forms management; information banks; information collection; information inventory; information management plans, policies, projects, studies, and submissions; liaison files with departments; and external organizations; office support systems, records management, telecommunications administration – annual reviews, standards, Telecommunications Advisory Committee (TAC); telecommunications administrative practices; Advisory Committee on Information Management (ACIM); security policies, procedures and standards, Official Secrets Act and other Acts and Regulations; Socio-Economic Impact Analysis (SEIA) – development, department, agencies; reports of Royal Commissions and security policies – other countries and international organizations. ***Program Record Number:*** TBS APB 055

Information Technology Standards

Description: Information on the federal government's information technology standards activities and the development of EDP standards and guidelines. *Topics:* Policy development; committees – Advisory Communication on Information Management (ACIM), government EDP standards committee, National Joint Council Committee on Office Technology – open systems interconnection (ISO/SC7); Treasury Board Information Technology Standards (TBITS); Canadian Open Systems Application Criteria (COSAC); programming languages (ISO/SC22), publications, related organizations; software development and systems documentation (ISO/SC7); electronic data interchange (EDI); database language SQL; liaison with departments, agencies and Crown corporations; outside practices – companies and firms; projects and studies – master plan. *Program Record Number:* TBS APB 226

Real Property, Acquisition and Disposal

Description: Information on the acquisition, use and disposal of federal real property consisting of all rights, interests and benefits in land. *Topics:* General real property policy; acquisition; leasing; letting; licenses; land purchase; easement; use; construction; professional services contracts; disposal; Area Screening Canada; real property information systems; access for handicapped persons. *Program Record Number:* TBS APB 645

Real Property Holdings

Description: Information on holdings of individual departments and Crown corporations. *Topics:* All departments and Crown corporations – accommodation program, administration, financial management, multi-year operational plan, government realty asset management program, management of surplus properties, sea transport program, municipal grants, revenue dependency service program, transportation programs and utilization reports. *Program Record Number:* TBS APB 655

Real Property, Policies and Regulations

Description: Information on central policies and regulations governing real property. *Topics:* Information systems; policy and services – accommodation planning, policies in administrative policy manual, regulations and general authorities; capital review – major Crown projects; custody assignment; federal land management review; inventory planning – Area Screening Canada studies, strategic studies. ***Program Record Number:*** TBS APB 650

Risk Management

Description: Information on the identification of risk, its reduction to a minimum prior to an undertaking, containment of the effect during or following a harmful or damaging incident, underwriting and any resulting compensation or restoration. *Topics:* Compensation; restoration; interpretation, inquiries and studies; underwriting; legal services. ***Program Record Number:*** TBS APB 075

Task Force on Access to Information and Privacy

Description: Information on preparations by government institutions fulfilling the requirements of the Access to Information Act and the Privacy Act, and on their experience in implementing the legislation. *Topics:* Access to Information and Privacy; access and protection of privacy; acts and regulations of Canada; committees; controls on government information collection; implementation of Bill C-43; information systems and technology – office automation, records management; inventory of government information ; printing, production and distribution; security – acts and regulations, committees. ***Program Record Number:*** TBS APB 228

Task Force on Informatics

Description: Information on growing concerns relating to the economic management of informatics resources within the federal public service. *Topics:* Administrative Policy issues; committees and councils; human resources; liaison with departments and agencies; liaison with associations and companies; management structure; productivity; reports and statistics; strategic planning; studies and surveys. ***Program Record Number:*** TBS APB 227

■ Personnel Policy Branch

Adjudication

Description: Information on the processing of employee grievances at adjudication. *Topics:* Types of grievances referrable to adjudication; jurisdiction of adjudication; adjudicational decisions; process and expenses. ***Program Record Number:*** TBS PPB 440

Certification

Description: Information on the exclusion of persons from bargaining units because of duties and responsibilities that require them to represent the interest of the employer; also the application for certification and certification proceedings. *Topics:* Certification and establishment of bargaining units; managerial and confidential exclusions – reports and statistics; safety and security designations. ***Program Record Number:*** TBS PPB 445

Classification

Description: Information on the development and maintenance of classification systems and standards for the occupational groups into which the Public Service is divided; and the process by which a job is allocated to an occupational category and group and, through job evaluation, to a level within the group. *Topics:* Committees; senior staff meetings; public relations; goals and projects; Language Complexity Recognition Project; audit – overview, 1985-1986 Classification Audit by department or agency; audit reports – summary of activity, by department or agency, by category and group; classification review – by department or agency; classification grievance; red circle review; staff associations; manpower development and training – classification and pay; classification operations – accreditation by department or agency, complaints and consultations by department or agency, early warning capabilities by department or agency; classification operations – by department or agency, by category and group, management category; conversion – by category and group; classification standards – by category and group; classification standards review; classification and selection standards – integration; policy planning and research; delegation – by category and group, by department or agency; statistical research and development. ***Program Record Number:*** TBS PPB 415

Conditions and Benefits of Work

Description: General information on the different conditions and benefits of work which apply in the federal Public Service. *Topics:* Canada Labour Code; conflict of interest – department and agencies; continuity of employment; family responsibilities and parental benefits; hours of work – adaptable work patterns, compressed work week, departmental programs, evaluation, flexible working hours; overtime; leave without pay; leave with pay – designated holidays, special, time off, vacation; Public Service Terms and Conditions of Employment Regulations; severance pay; surveys; transfer from federal to private or provincial jurisdiction. ***Program Record Number:*** TBS PPB 385

Conferences

Description: Information on policy and guidelines for conferences and control of conference sponsorship and attendance. *Topics:* Conferences and conference centres. ***Program Record Number:*** TBS PPB 040

Discipline

Description: Information on the failure of employees to maintain an appropriate standard of conduct and management response to employee misconduct. *Topics:* Appropriate disciplinary procedures; administration of discipline, codes of conduct; reprimands, suspensions and discharges. ***Program Record Number:*** TBS PPB 460

Disputes and Strikes

Description: Information on the terms and conditions of employment for employees whose collective agreement has expired; also, strike activity and the employer's response to such activity. *Topics:* Disputes and strikes; legal proceedings; illegal proceedings – prosecution. ***Program Record Number:*** TBS PPB 465

Employment Equity

Description: Information on programs aimed at the improvement of the representation, distribution and equal employment opportunities for women, aboriginal peoples, disabled persons and members of visible minority groups within the public service and Crown corporations. ***Topics:*** Committees and working groups; programs; survey of public service employees; technical processes; handicapped persons – Advisory Committee to the President of the Treasury Board (ACE), architectural barriers, consultations, departmental plans and programs,transportation; aboriginal peoples – associations, clubs, societies, committees and councils, departmental plans and programs, northern development – advisory committee, native northerners, Northern Careers Program (NCP); visible minorities – Advisory Committee to the President of the Treasury Board on the Employment of Visible Minorities; women – committees – interdepartmental, joint management, standing; departmental plans and programs; reports and statistics; status – committees and councils, International Year, national plan of action; studies and surveys; employment equity program in Crown Corporations; National Joint Council Committee on Employment Equity. ***Program Record Number:*** TBS PPB 300

Employment Programs and Staffing

Description: Information on employment programs in the Public Service. ***Topics:*** Moratorium; part-time; Public Service Employment Act – review of personnel management and the merit principle; size of the Public Service; temporary services, Public Service terms and conditions of Employment Regulations. ***Program Record Number:*** TBS PPB 426

Foreign Service

Description: Information on emoluments and special working conditions provided for personnel serving outside Canada. ***Topics:*** Committees; Interdepartmental Committee on External Relations (ICER); Commonwealth Secretariat; directives – committees, heads of posts directive, individual, deletions, official hospitality directive, posts, indices, revisions; Indo China Regulations; locally-engaged staff; military; non-rotational assignments; outside practices. ***Program Record Number:*** TBS PPB 345

Grievances

Description: Information on complaints in writing presented in accordance with the Public Service Staff Relations Act by an employee on behalf of him or herself and/or one or more other employees of federal departments and agencies. ***Topics:*** Grievances, departments and agencies. ***Program Record Number:*** TBS PPB 470

Health and Income Protection Plan

Description: Information on benefit programs for employees of the federal government. ***Topics:*** Acts and regulations; Blue Cross; Canadian Armed Forces; dental care; disability insurance – enrolment, participation, eligibility and membership, financial, long-term disability, publications, Royal Canadian Mounted Police; Employee Benefit Survey; group surgical-medical insurance plan – benefits – hospital expense (outside Canada) benefit, major medical expense benefit, optional hospital expense benefits; committees, financial coverage; hospital insurance (outside Canada) plan – payments; liability and compensation claims; locally-engaged employees, health insurance – United States of America; locally-engaged employees life insurance – United States of America; maternity allowances; National Joint Council Standing Committee on health insurance programs; program forecast and estimates; Provincial and Territorial health insurance plans – cost-sharing; Public Service Management Insurance Plan – benefits, long-term disability, eligibility, financial; sick leave program; unemployment insurance Workers' Compensation – Government Employee Compensation Act. ***Program Record Number:*** TBS PPB 375

Human Resource Planning

Description: Information on human resource planning and related policies. ***Topics:*** Planning; employee performance appraisals; foreign countries; human resource management policy and systems – multi-year human resource plan; Management category – resourcing strategy; Management Category Voluntary Early Retirement Incentive Program; post control. ***Program Record Number:*** TBS PPB 330

Human Rights

Description: Information on the administration of human rights. ***Topics:*** Committees; equal pay for work of equal value – complaints, joint initiatives; personal harassment. ***Program Record Number:*** TBS PPB 340

Incentive Awards

Description: Information on persons employed in the Public Service who may be awarded for the outstanding performance of their duties, for other meritorious achievement in relation to those duties, and for inventions or practical suggestions for improvements. ***Topics:*** Award of Excellence; Long Service Award; Merit Award; Outstanding Achievement Award; Reporting; Resource Management Award; Senior Officer Retirement Certificate; Suggestion Award – Cash Awards, Liaison, Departments, Agencies and Crown corporations. ***Program Record Number:*** TBS PPB 110

Isolated Posts Directive

Description: Information on allowances and other benefits to facilitate the recruitment, retention and deployment of qualified personnel at isolated locations without conflicting with local, social and economic conditions of the communities concerned; also, minutes on related committee meetings. ***Topics:*** Allowances; committees. ***Program Record Number:*** TBS PPB 350

Living Accommodation Charges

Description: Information on the rental of Crown housing to employees, on the determination of taxable benefits, if any, on special applications, on consultations with the National Joint Council, on grievances and interpretations. *Program Record Number:* TBS PPB 091

Major Crown Projects

Description: Information on the planning, budgeting and execution of major Crown projects. *Topics:* Information on facilities and equipment projects with an estimated cost of at least $100 million of public funds or projects of lesser value but of special significance. *Program Record Number:* TBS APB 105

Materiel Management – Protective Clothing and Uniforms

Description: Information used in the determination of employees' eligibility for protective clothing and uniforms, as well as the provision of these; special applications; consultations with the National Joint Council, grievances and interpretations. *Program Record Number:* TBS PPB 065

National Joint Council

Description: Information on the National Joint Council (NJC), its organization, operation and deliberations, including meeting agendas and minutes. *Topics:* Council; Administrative Committee; standing committees and Dental Care Plan (NJC) Board of Management; membership; grievances. See also classes of records relating to NJC issues: Occupational Health and Safety (TBS/PPB-355); Materiel Management – Protective Clothing and Uniforms (TBS/PPB-065); Travel (TBS/PPB-090); Relocation (TBS/PPB-080); Health and Income Protection Plan (TBS/PPB-375); Isolated Posts Directive (TBS/PPB-350); Real Property Holdings (TBS/RPM-655); Foreign Service (TBS/PPB-345); Committees and Councils (TBS/OLB-255); Personnel Policy (TBS/PPB-275); Information Technology Standards (TBS/APB-226); Employment Equity (TBS/PPB-300). *Program Record Number:* TBS PPB 450

Negotiations

Description: Information on agreements made in writing entered into under the Public Service Staff Relations Act between the Treasury Board of Canada Secretariat on one hand and a bargaining agent on the other; includes any amendment to such agreements containing provisions on the terms and conditions of employment and related matters. *Topics:* Boards, committees, tribunals; categories and groups; collective agreements; cost-of-living allowances (COLA); outside collective bargaining; pay analysis; pay implementation; Pay Research Bureau; reports and statistics; studies and surveys; unions. *Program Record Number:* TBS PPB 480

Occupational Health and Safety

Description: Information on the development, establishment, publication and application of occupational safety and health policies, standards and procedures; and the evaluation, maintenance and operation of the Public Service occupational safety, health and employee assistance programs. *Topics:* Campaigns; committees; conferences and meetings; departmental programs; employee assistance programs; first aid; guides, procedures, standards; health evaluations; health units; investigations, studies, surveys, audits; reports and statistics; training; use and occupancy of buildings. *Program Record Number:* TBS PPB 355

Organization

Description: Information on organizational issues of concern to the Treasury Board, the management of the Executive Complement and SM and equivalent (Senior Management Group Complement) control programs, and the management of the Temporary Assignment Program. *Topics:* Committees; departments and agencies; framework for accountable management of organization and classification (FAMOC); higher-salaried personnel freeze ($30000 freeze); planning and evaluation groups; senior executive and equivalent positions – senior management complement; studies and surveys; Temporary Assignment Program (TAP) – financial, personnel. *Program Record Number:* TBS PPB 400

Pay

Description: General information on the pay system in the federal Public Service. *Topics:* Commuting assistance wage theory; pay principles, policies and practices; pay administration; pay administration coordination; salary and wage determination; classification and pay; factors affecting pay determination; wage and salary surveys; wage and salary administration; control of pay levels; comparison of salary levels; negotiations – Great Lakes pilots; inquiries; dual employment in the Public Service central administration; pay policy; pay plans; student-hiring programs; effective dates of pay revision; scientific research group – by department; Special Assignment Pay Plan (SAPP); executive compensation in the Public Service; exempt and excluded classes – administration; Ministers' exempt staff; fees; premium pay for duties performed; pay for time not worked; pay administration coordination – associations (unions), committees, departments, agencies, Crown corporations; labour disruptions; monitoring; Pay Administration Coordination Section (PACS); Pay system – development, projects, operations and maintenance; task forces and study groups – Pay Study Task Force (1976); training and development; transfer of responsibility (77-37) – implementation. *Program Record Number:* TBS PPB 390

Payroll Deductions

Description: Information on payroll deduction privileges for union or staff association dues that apply only to employees included in a bargaining unit for which a bargaining agent has been certified; also, general information on payroll deductions. *Topics:* Check-off of union dues – Public Service Alliance of Canada. *Program Record Number:* TBS PPB 485

Pensions

Description: Information on pension schemes that the Government of Canada provides, administers and contributes to on behalf of persons in the federal Public Service, employees engaged locally at Canadian foreign posts and international fisheries commissions of which Canada is a member; general information on pension matters and social security benefits. *Topics:* Agencies and corporations, committees; Canada Pension Plan; Canadian Forces Superannuation Act; Canadian government annuities; Diplomatic Service (Special) Superannuation Act; pension plans in foreign countries; Governor General's Retiring Annuities Act; International Fisheries Commissions Pension Society; Judges Act; Lieutenant Governors Superannuation Act; locally engaged employees – contributory pension plans, social security, (non-contributory) pension regulations; Members of Parliament Retiring Allowances Act; Pension Benefits Standards Act; provincial public service pensions; Public Service Superannuation Act – agencies and corporations, contributory status, elective service, financial information, mandatory retirement, Newfoundland employees, pilotage authorities, privatization, reciprocal transfer agreements (cities, Crown corporations, hospitals, Indian bands, provinces, universities), retirement benefits, Supplementary Death Benefit Plan, survivors' benefits; Public Service Pension Adjustment Act 1959; Royal Canadian Mounted Police Superannuation Act; RCMP Pension Continuation Act; Statute Law (Superannuation) Amendment Act; Supplementary Retirement Benefits Act; Social Security – Canada Assistance Plan, disability pensions and allowances, provinces and territories; committees and conferences; family allowances; foreign countries; veterans; old age security. ***Program Record Number:*** TBS PPB 380

Personnel Data System

Description: Information program to assist users of data obtained from the central agency information systems. *Topics:* Committees; Data Element Dictionary; Information Centre; Kerr-Dawson report; personnel applications centre (PAC) – electronic data processing (EDP), Policy Advisory committee; Personnel Data Administration Centre (PDAC); central personnel records system; committees; employee benefits statement (EBS) system; entitlements and deduction system – development; extra duty reporting system; incumbent system – committees, development, maintenance and operations, mobility sub-system, related activities – pay; leave and extra duty – committees, development, maintenance and operations; managerial and confidential exclusions system; leave reporting system; leave without pay system; official languages administrative system; official languages information system – committees, development, maintenance and operations; position information system – development; senior executive and equivalent system; system for human resources monitoring; training and development information system – committees, development, production, population affiliation system. ***Program Record Number:*** TBS PPB 425

Personnel Management

Description: Information on the Personnel Management Manual, a guide on general policies and requirements in personnel management. *Topics:* Personnel Management Manual (PMM); awards and inventions; classification; compensation – benefits, part-time, seasonal, term employment, pay, pay plans, pay rates, time off; compensation plans for unrepresented employees; service outside Canada; conduct, contents and introduction; human resources – education, training and development, programs, utilization, employment; occupational health and safety; pensions and insurance – health insurance, income protection, Public Service Superannuation Act, pensionable service, retirement; Personnel Legislation Supplement (PLS) – Public Service Superannuation Act; personnel management; Personnel Management Information System (PMIS); security of information; staff relations – collective agreements; Personnel Management Manual 1982 (PMM) table of contents. ***Program Record Number:*** TBS PPB 360

Personnel Policy

Description: General information on personnel policy. *Topics:* Acts and regulations; committees – Cabinet; communications – office communications (OCS) – users group committee; conferences, meetings, seminars; daycare; decentralization and relocation; incentive programs – Public Servants Inventions Committee; innovative management practices – new technologies; manuals; personnel management – departmental plans and programs, evaluations; public sector compensation restraint – Governor in Council compensation, non-public funds Canadian Forces; task forces; Treasury Board submissions; work environment design; work force adjustment – National Joint Council (NJC). ***Program Record Number:*** TBS PPB 275

Public Service Staff Relations Act

Description: Information on the Staff Relations Act, amendments, and related general information. *Topics:* Review – Finkelman Study. ***Program Record Number:*** TBS PPB 490

Quality of Worklife

Description: Information on the improvement of human conditions at work, the increase of job satisfaction, the improvement of quality and increase of quantity of output and services, and the development of more effective organizational structures within the Public Service. *Topics:* Committees and councils; conferences and seminars; consultations – governments, federal. ***Program Record Number:*** TBS PPB 325

Relocation

Description: Information on the relocation of employees and employer practices. *Topics:* Appointees; disposal and acquisition of accommodation; family separation and house-hunting trips; incidental expenses; shipment of effects; special applications – National Defence, Royal Canadian Mounted Police; special situations. ***Program Record Number:*** TBS PPB 080

Reviews

Description: Information on reviews on certain categories and groups. *Topics:* Departmental performance; information services group; management category; personnel adminstration group – committees. ***Program Record Number:*** TBS PPB 427

Separate Employers

Description: Information on separate employers as listed from time to time under Part II of Schedule 1 to the Public Service Staff Relations Act. ***Topics:*** Agencies; Atomic Energy Control Board; Canadian Advisory Council on the Status of Women; Canadian Security Intelligence Service; Communications Security Establishment; Economic Council of Canada; Indian Oil and Gas Canada; National Film Board; Medical Research Council; National Research Council; Natural Sciences and Engineering Research Council; Non-public Funds Canadian Forces; Office of the Superintendent of Financial Institutions; Northern Pipeline Agency; Office of the Auditor General; Public Service Staff Relations Board; Security Intelligence Review Committee; Science Council of Canada; Social Sciences; Statistical Survey Operations and Humanities Research Council. ***Program Record Number:*** TBS PPB 500

Services

Description: Information on government policies for the cost-effective provision of services in support of programs of departments and agencies. ***Topics:*** Charitable campaigns; hospitality; membership fees; parking for federal employees; taxis; funerals (Department of National Defence, Department of Veterans Affairs and Royal Canadian Mounted Police). ***Program Record Number:*** TBS PPB 085

Staff Relations

Description: General information on staff relations. ***Topics:*** Compensation valuation and comparison – elements – individually; outside practices; planning and forecasting; valuation – application, implementation; complaints; labour-management relations; reference of questions of law or jurisdiction; training and communications. ***Program Record Number:*** TBS PPB 435

Statistics and Surveys

Description: Statistics, surveys and requests for information on staff relations matters. ***Topics:*** Requests – Treasury Board Canada. ***Program Record Number:*** TBS PPB 505

Systems

Description: Systems, their application and evaluation as they apply to staff relations. ***Topics:*** Administration and operation; application software – extra duty reporting system (EDRS), incumbent system; leave reporting system (LRS), total compensation comparability system; hardware and communication; proprietary software; service bureau and suppliers; committees – user committee on employee-related personal information. ***Program Record Number:*** TBS PPB 510

Training Policy

Description: Information on training, policies, standards, programs, audit and evaluation. ***Topics:*** Committees and councils – staff training council; training boards; courses and programs – categories and groups – information services group – personnel administration group – certification, compensation, human resource planning, staff relations, training and development; training programs – PE 5 training program; management category; middle management and supervisory training; educational institutions; evaluation and research; Public Service Commission – Career Assignment Program (CAP), committees; reports; educational leave; Needs Identification and Evaluation; Orientation of Employees; Qualification Improvement Program. ***Program Record Number:*** TBS PPB 335

Travel

Description: Information on Public Service employees and other persons travelling on government business; also transportation and accommodation standards, allowances, rates and conditions of payment and reimbursement. ***Topics:*** Accommodation; commercial transportation – commercial air; first class; employee-driven vehicles – privately owned vehicles; exceptions to the policy; meals and incidentals; National Joint Council Committee; special travel situations; travel agencies. ***Program Record Number:*** TBS PPB 090

■ Official Languages Branch

Audit

Description: Information on reviews and compliance audits of Official Languages programs/activities. ***Topics:*** Departments, agencies and Crown corporations; language of work; program management; service to the public. ***Program Record Number:*** TBS OLB 245

Commissioner of Official Languages

Description: Information studies and reports of the Commissioner as applied to the Official Languages Program in Federal Institutions. ***Topics:*** Complaints. ***Program Record Number:*** TBS OLB 250

Committees and Councils

Description: Information on official languages policies and programs, and consultations with unions on these policies and programs. ***Topics:*** National Joint Council; Official Languages Committee. ***Program Record Number:*** TBS OLB 255

Official Languages

Description: Official Languages Act; general information on official languages policy. ***Topics:*** Service to the public; language of work and equitable participation; monitoring of departments, agencies and Crown corporations; departmental official languages structures; evaluation; decentralization; bilingualism bonus; official languages planning; Federal Identity Program; increased ministerial authority and accountability (IMAA); studies and surveys; translation; language requirements of positions; official languages minority groups; letters of understanding; official languages costs; and privatization. ***Program Record Number:*** TBS OLB 240

Systems

Description: Information on administrative systems of official languages programs. ***Topics:*** Coordination of Personnel Data Systems; language training module (LTM); initial development 1980-82; liaison with personnel application centre (PAC); liaison with personnel policy branch; liaison with Public Service Commission;

micro-computers – user applications; Official Languages Administrative System (OLAS); Official Languages Information System (OLIS); development, input forms, population, specifications; reports, information and statistical outputs, special reports. *Program Record Number:* TBS OLB 265

Training

Description: Information on language training in the Public Service and the programs undertaken to help public servants acquire second language skills. *Topics:* Advanced language training program (ALTP); accreditation; departmental programs, exemptions from the parameters, extension and deferments, review testing; staff development. *Program Record Number:* TBS OLB 260

■ Program Branch

Budget Coordination

Description: Information on general program branch activities; current issues; the government's spending plans for Parliament (estimates) and requests for funds and authorities; also management of the government's contingency fund and other central systems. *Topics:* Standing Committee on Public Accounts; Estimates; financial administration; Governor General's Warrants; person-year allocation and control; program review; expenditure restraint measures, accounting rules and procedures. *Program Record Number:* TBS PRB 550

Crown Corporations

Description: Information on the general administration, organization, programs, projects and financial management (budgets, estimates, financing) of Crown corporations and agencies. *Topics:* Corporate information system – administration, auditing of Crown corporations, Boards of Directors of Crown corporations, control and accountability framework for Crown corporations, control procedures for implementing control and accountability framework; Crown corporations issues – horizontal, specific, database on Crown corporations, financial overview of Crown corporations, government fiscal framework, historical material, mixed, joint and other Government entities, privatization of Crown corporations, reference material; policy issues and research projects. *Program Record Number:* TBS PRB 580

Decentralization

Description: The study of the Task Force Team on decentralization: the implications of relocation and other decentralization projects. *Topics:* Task Force – departments, agencies and Crown corporations, distribution of public servants, foreign governments, questionnaires, science centres. *Program Record Number:* TBS PRB 545

Program

Description: General information on the analysis and recommendations provided to the Treasury Board to assist it in decisions on departmental multi-year operational plan proposals, the main and supplementary estimates. *Topics:* Agencies and departments; briefs from outside organizations; increased ministerial authority and accountability; multi-year operational plans – fall update and main estimates; policy and expenditure management system – economic and regional development policy sector, foreign and defence policy sector, government operations policy sector, social development policy sector; supplementary estimates; task force on program review; parliamentary matters; person years; supply; capital plans and project analysis; federal organization, federal presence, legislation. *Program Record Number:* TBS PRB 575

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting
Acts and Legislation
Administration
Administrative and Management Services
Audits
Budgets
Buildings and Properties
Buildings
Classification of Positions
Co-operation and Liaison
Employment and Staffing
Equipment and Supplies
Finance
Furniture and Furnishings
Human Resources
Lands
Occupational Health, Safety and Welfare
Office Appliances
Official Languages
Pensions and Insurance
Personnel
Procurement
Salaries and Wages
Staff Relations
Training and Development
Utilities
Vehicles

Personal Information Banks

Access Requests

Description: This bank contains the requests under the Access to Information Act submitted by individuals to access records under the control of the Treasury Board of Canada Secretariat, the replies to such requests, and any other information relevant to the processing of the requests. *Class of Individuals:* Individuals requesting access to certain documents or files of the Treasury Board

Secretariat. *Purpose:* This bank was compiled to maintain records of requests for access to information and to facilitate processing of such requests. *Consistent Uses:* The information is used to process requests and for research and statistical purposes. *Retention and Disposal Standards:* Records are retained for a period of three years after last administrative action has been taken, after which records are destroyed. *TBS Registration:* 001953 *Bank Number:* TBS PPU 005

Applications for Employment

Description: This bank serves to maintain an inventory of applications from individuals requesting employment with the Treasury Board Secretariat. These requests usually consist of a letter containing such information as name, address, education and experience. These applications are screened if positions become available. *Class of Individuals:* Individuals requesting employment with the Treasury Board Secretariat. *Purpose:* This bank holds applications of individuals requesting employment with the Treasury Board Secretariat. *Consistent Uses:* The bank is used to review applications of individuals requesting employment with the Treasury Board Secretariat when positions become available. *Retention and Disposal Standards:* Records are retained for two years and then destroyed. *TBS Registration:* 001956 *Bank Number:* TBS PPU 020

Personal Service Contracts

Description: This bank contains the contracts placed, types of services rendered, length of contracts and amount of money expended. The bank contains the contracts and supporting documents. *Class of Individuals:* Individuals hired under personal service contracts by the Treasury Board Secretariat. *Purpose:* The purpose of this bank is to provide data on the number of contracts placed, types of contracts rendered, lengths of contracts and amount of money expended. *Consistent Uses:* This bank is used for internal reference. It may also be used for statistical research purposes and for planning, implementing and evaluating government policies. *Retention and Disposal Standards:* Records are retained for a period of six fiscal years, after which they are destroyed. *TBS Registration:* 001955 *Bank Number:* TBS PPU 015

Privacy Act Requests

Description: This bank contains requests under the Privacy Act submitted by individuals to access records under the control of the Treasury Board Secretariat, the replies to such requests and any other information relevant to the processing of the requests. *Class of Individuals:* Individuals requesting access to certain documents or files of the Treasury Board Secretariat. *Purpose:* This bank was compiled to maintain records of requests for access to personal information and to facilitate the processing of such requests. *Consistent Uses:* The information is used to process requests and for research and statistical purposes. *Retention and Disposal Standards:* Records are retained for a period of three years after last administrative action has been taken, after which records are destroyed. *TBS Registration:* 001954 *Bank Number:* TBS PPU 010

Special Pension Plans

Description: This bank contains minimal information relating to appointment to positions, salary, length of service under the plan, and vital statistics on plan members and their survivors. *Class of Individuals:* Individuals who are subject to Governor General's Act Superannuation Act, the pension plans set up by the International Fisheries Commission Society, employees engaged by the Government outside Canada, certain senior public servants and certain Members of Parliament. *Purpose:* To calculate and authorize payment of pension benefits for both plan members and their survivors. The information is collected in fulfilment of Treasury Board's obligation to administer the pension statutes named in part 4. *Consistent Uses:* The information contained in the bank may be used by the Pension Division for statistical reports and information sheets for related systems, and for developing and evaluating government pension policies. This bank may be used as a source of information or for linking with the following systems: Incumbent System, the EDP Statistical Systems bank (PSC/P-CE-761) held by the Public Service Commission, the Superannuation Annuitant System Database (DSS/P-CE-701), and the Superannuation Hard Cover Files (DSS/P-CE-702) held by Supply and Services, the Pension File (DND/P-PE-859) held by National Defence, the RCMP Member Service Records (CMP/P-PE-802) held by the Royal Canadian Mounted Police. All linkages for the purpose of developing, administering human resources and pension plans are in compliance with he provisions of the Privacy Act. *Retention and Disposal Standards:* Records are retained for 25 years and then destroyed with the exception of records pertaining to Governors General, Lieutenant Governors General and Members of Parliament which are transferred to the Historical Branch after 25 years. *TBS Registration:* 002572 *Bank Number:* TBS PPU 025

Classes of Personal Information

This class contains personal information contained in requests made by, or on behalf of, individuals for interpretation of specific policies, such as administrative, personnel and official languages policies. The information is used to assist in the interpretation of future enquiries. As information is maintained by subject matter and/or department, requesters must provide, in addition to the information requested on the Access Request Form, the subject, the name of the department or agency and the approximate date of the enquiry. The retention period for this class of personal information is controlled by the retention period of the files in which they are stored.

Manuals

- Administrative Policy Manual
- The Federal Regulatory Process
- The Manager's Deskbook
- Official Languages Information System Manual (OLIS)
- Personnel Policy Manual (PMM)
- Policy and Expenditure Management System

- Treasury Board Manual (during the next year or so, the Treasury Board will phase in the new Treasury Board Manual which consolidates its various manuals, guides, and circulars, including the Administrative Policy Manual, Guide on Financial Administration, and Personnel Management Manual (PMM))

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

PLEASE NOTE: The Office of the Secretary is responsible for requests received under the Access to Information Act and Privacy Act for information held by the Treasury Board Secretariat.

Requests for further information about the Treasury Board (Secretariat) and its functions may be directed to:

Communications Division
Treasury Board of Canada
L'Esplanade Laurier
9th Floor, East Tower, 140 O'Connor Street
Ottawa, Ontario
K1A 0R5

(613) 957-2400

Reading Room

The departmental library has been designated as a reading room in accordance with the Access to Information Act. The address is:

L'Esplanade Laurier, East Tower
140 O'Connor Street, 11th Floor
Ottawa, Ontario.

Veterans Affairs Canada

Chapter 114

General Information

Background

More than 600,000 Canadian men and women served in the First World War. Of these, 66,655 gave their lives and approximately 173,000 were wounded. In addition, 1,649 Newfoundlanders died in that war. In the Second World War, more than one million Canadians served their country. Of these, over 44,000 were killed and approximately 55,000 wounded. There were 714 fatalities from Newfoundland forces. During the Korean War, more than 26,000 Canadians served with the United Nations Peacekeeping Force: 516 died, 1,200 were wounded. In 1988, the Canadian veteran population is approximately 617,000 male and 27,000 female veterans.

Names of Canadians who were killed in these wars and in the Boer War are recorded in the Books of Remembrance. The original volumes, including the Newfoundland Book of Remembrance, are open to public view in the Peace Tower on Parliament Hill in Ottawa. Copies are retained in every province.

The Department of Veterans Affairs was created by the Veterans Affairs Act in 1944. Previously the care of veterans was the responsibility of the Military Hospitals Commission, the Department of Soldiers Civil Re-Establishment (created during the First World War) and then the Department of Pensions and National Health, established in 1928.

Responsibilities

The mandate of the Veterans Affairs Portfolio is to provide veterans, qualified civilians and their families with the benefits and services to which they are entitled; to promote their well-being and self-sufficiency as participating members of their communities; and to keep the memory of their achievements and sacrifices alive for all Canadians.

The purpose of some of the original rehabilitation programs, such as re-establishment credits, was successfully fulfilled and they were phased out. Portfolio responsibilities continue to include the administration of pensions and war veterans and civilian war allowances, medical treatment, counselling, advocacy and educational assistance to children of the war dead, as well as commemoration of those who served their country during wartime.

Today, most veterans are approaching the end of their working lives, and programs such as the Veterans Independence Program (VIP) are being tailored to meet their needs as they grow older.

Legislation

Department of Veterans Affairs

- Allied Veterans Benefits Act, R.S.C. 1952, c. 8
- Army Benevolent Fund Act, R.S.C. 1970, c. A-16, as amended
- Army Benevolent Fund Regulations, C.R.C. 1978, c. 358
- Assistance Fund (War Veterans Allowances and Civilian War Allowances) Regulations, C.R.C. 1978, c. 1578
- Children of War Dead (Education Assistance) Act, R.S.C. 1970, c. C-18, as amended
- Children of War Dead (Education Assistance) Regulations, C.R.C. 1978, c. 399, as amended
- Civilian War Pensions and Allowances Act, Part IX, R.S.C. 1970, c. C-20, as amended
- Delegation of Powers (VLA) Regulations
- Execution of Building Contracts Regulations
- Execution of Documents Regulations
- Executions of Leases Regulations
- Execution of Purchase of Property Documents Regulations
- Fire Fighters War Service Benefits Act, R.S.C. 1952, c. 117
- Guardianship of Veterans' Property Regulations C.R.C. 1978, c. 1579
- Last Post Fund Regulations, C.R.C. 1978, c. 1580
- Pensioners Training Regulations, C.R.C. 1978, c. 1581
- Regional Advisory Committee Regulations, C.R.C. 1978, c. 1593
- Returned Soldiers' Insurance Act, S.C. 1920, c. 54, as amended
- Returned Soldiers' Insurance Regulations, C.R.C. 1978, c. 1390
- Soldier Settlement Act, R.S.C. 1927, c. 188, as amended
- Special Operators War Service Benefits Act, R.S.C. 1952, c. 256
- Supervisors War Service Benefits Act, R.S.C. 1952, c. 258
- Veterans Benefit Act, R.S.C. 1970, c. V-2, as amended
- Vetcraft Shops Regulations, C.R.C. 1978, c. 1582
- Veterans Burial Regulations, C.R.C. 1978, c. 1583, as amended
- Veterans Care Regulations, SOR/84-709, as amended
- Veterans Estates Regulations, C.R.C. 1978, c. 1584
- Veterans Insurance Act, R.S.C. 1970, c. V-3, as amended
- Veterans Insurance Regulations C.R.C. 1978, c. 1587
- Veterans Land Act, R.S.C. 1970, c. V-4, as amended
- Veterans Land Regulations, C.R.C. 1978, c. 1594, as amended
- Veterans Rehabilitation Act, R.S.C. 1970, c. V-5, as amended
- Veterans Rehabilitation Regulations, C.R.C. 1978, c. 1595
- Veterans Treatment Regulations, C.R.C. 1978, c. 1585, as amended

- War Service Grants Act, R.S.C. 1970, c. W-4, as amended
- War Service Grants Regulations, C.R.C. 1978, c. 1601, as amended
- War Veterans Allowance Act, R.S.C. 1985, c. W-5, as amended
- Women's Royal Naval Services and the South African Military Nursing Service (Benefits) Act, R.S.C. 1952, c. 297

Canadian Pension Commission

- Civilian War Pensions and Allowances Act (Parts I to X) R.S.C. 1974-75-76, c. C-20, as amended
- Defence Services Pension Continuation Act, R.S.C. 1970, c. D-3, as amended
- Flying Accidents Compensation Regulations, C.R.C. 1978, c. 10, as amended
- Gallantry Gratuities and Annuities Order, P.C. 1987-1960, dated September 17, 1987
- Halifax Relief Commission Pension Continuation Act, S.C. 1974-75-76, c. C-88, as amended
- Memorial Cross Order (World War I)
- Memorial Cross Order (World War II)
- Penitentiary Inmates Accident Compensation Regulations SOR/82-385, April 1, 1982, as amended
- Pension Act, R.S.C. 1970, c. P-7, as amended
- Royal Canadian Mounted Police Pension Continuation Act, R.S.C. 1970, c. R-10, as amended
- Royal Canadian Mounted Police Superannuation Act, R.S.C. 1970, c. R-11, as amended
- Special Duty Pension Order
- Special Operators War Service Benefits Act, R.S.C. 1952, c. 256
- Supplementary Pensions under the Women's Royal Naval Services and the South African Military Nursing Service (Benefits) Act, R.S.C. 1952, c. 297

Veterans Appeal Board

- Civilian War Pensions and Allowances Act, R.S.C. 1970, Part XI, c. C-20, as amended
- Pension Act, R.S.C. 1970, c. P-7, as amended (sections 75 to 81)
- Veterans Allowance Regulations, C.R.C. 1978, c. 1602, as amended
- Veterans Appeal Board Act, S.C. 1987, c. 25
- Veterans Appeal Board Regulations, SOR/87-601, dated October 15,1987

Bureau of Pensions Advocates

- Pension Act, R.S.C. 1970, c. P-7, as amended (Part II)
- War Veterans Allowance Act, R.S.C. 1970, c. W-5, as amended

Organization

The Veterans Affairs Portfolio consists of the Department of Veterans Affairs and the Bureau of Pensions Advocates, which report to the Minister of Veterans Affairs; and the Canadian Pension Commission and the Veterans Appeal Board, which report to Parliament through the Minister of Veterans Affairs.

The Department of Veterans Affairs is made up of four branches and three divisions which report directly to the Deputy Minister of Veterans Affairs: Operations Branch; Administration Branch; Programs Branch; Veterans Land Administration; and the Audit Division, Corporate Services Division and Communications Division.

Towards the end of the Second World War, the Department of Veterans Affairs was formed to oversee expanded rehabilitation programs. The Canadian Pension Commission was formed in 1933 as the successor to the Board of Pension Commissioners that had been in operation since 1919. The War Veterans Allowance Board was established in 1936, when it replaced the War Veterans Allowance Committee. The Pension Review Board and the Bureau of Pensions Advocates were both created in 1971 as a result of amendments to the Pension Act. In 1987, the Pension Review Board and the War Veterans Allowance Board were amalgamated to form the Veterans Appeal Board.

Personal information contained in the Department of Veterans Affairs personal information banks is used by all components of the Portfolio.

Department of Veterans Affairs

■ Operations Branch

The Operations Branch administers and delivers health care, social and economic support; provides support to the pension activity; and provides service to veterans and qualified civilians in all regions of Canada. The delivery of benefits and services includes the provision of care: In departmental hospitals and veterans homes; in contract hospital beds and hospitals of choice; through utilization of community services; and through the provision of emergency and ongoing income support, social counselling and referral services. Foreign Countries Operations administers treatment benefits to all Canadian disability pensioners residing outside of Canada; and, through a reciprocal agreement, provides treatment benefits for certain allied countries' disability pensioners residing in Canada.

■ Programs Branch

The Programs Branch is responsible for policy direction, advising the Operations Branch and for negotiations with provinces. It is also responsible for planning, development and implementation of a wide variety of departmental programs relating to health care, pensions, economic support, the delivery of pension benefits and certain other centrally managed programs.

■ Veterans Land Administration

The Veterans Land Administration (VLA) is responsible for the administration of agreements between the Director, the Veterans' Land Act and veterans. Its functions include the management of properties until title is acquired by veterans, their heirs, devisees or personal representatives. The VLA provides assistance to veterans settled under the Act in such areas as counselling, property appraisals, release of security, partial sales, fire insurance, taxes, estate cases, release of grants, mortgage conversion, leases, easements and rights-of-way, mines and minerals, expropriations, boundary line agreements and construction contracts.

■ Administration Branch

The Administration Branch is responsible for ensuring the efficient use and protection of personnel, financial, information and material resources through the exercise of functional authority and the provision of managerial and operational support services.

Corporate Services Division: Established in 1988, it carries out corporate policy planning and planning control for the portfolio; converts approved policy into legislation by planning and developing new or amended acts and regulations and managing their passage through the legislative approval process; manages program evaluation for the portfolio; and provides secretariat services to the Minister, Deputy Minister and for the senior executive meetings and committees of the portfolio.

Audit Division: Provides internal audits for all Veterans Affairs operations on a cyclical basis.

Communications Division: Assists in the development of departmental policies and programs and provides public relations, information and publishing services in support of portfolio activities.

Associated Agencies

■ Veterans Appeal Board

The Board provides a system of appeals to ex-members of the armed forces and RCMP, certain civilians and/or their dependants, of decisions rendered by the Entitlement and/or Assessment Boards of the Canadian Pension Commission and of appeals to rulings made by the Department of Veterans Affairs under the Pension Act, the Civilian War Pensions and Allowances Act and the War Veterans Allowance Act respectively, as well as other related statutes. The Board also interprets this legislation and is the final appeal level within Veterans Affairs.

■ Canadian Pension Commission

The Commission's primary function is to adjudicate claims under the Pension Act for death and disability that are a result of military service. It is also responsible for hearing appeals on pension entitlement and pension assessment at the Entitlement Board or Assessment Board level. The Commission awards additional pension benefits on behalf of dependants and, upon a pensioner's death, to eligible survivors.

The Commission also considers claims under Parts I to X of the Civilian War Pensions and Allowances Act, the Royal Canadian Mounted Police Superannuation Act, the Pension Continuation Act, the Flying Accident Compensation Regulations, the Halifax Relief Commission Pension Continuation Act and certain other acts, orders and regulations. It also authorizes monetary grants which accompany certain gallantry awards, and administers trust funds established by private individuals for the benefit of veterans.

■ Bureau of Pensions Advocates

The Bureau of Pensions Advocates provides legal aid to persons seeking to establish claims under the Pension Act and allied statutes and orders, or to file an appeal with the Veterans Appeal Board. This service is provided by professional advocates and support staff in 21 district offices across Canada. The Bureau must accept all requests for assistance from eligible veterans or dependants of deceased veterans. The services of the Bureau are free but applicants may employ a private lawyer at their own expense or be represented by a service officer of an accredited veterans' organization.

Information Holdings

Program Records

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Department of Veterans Affairs 876
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Department of Veterans Affairs

Acquisition, Sale or Other Disposition of Lands and Other Property

Description: Includes records relating to the purchase or acquisition by the director of lands or other property for the settlement of veterans and the sale or disposition of all or parts of the land or other property being sold to veterans under agreement. *Topics:* Acquisitions settlement areas; land purchase; land costs; statement of property purchased; co-ordination of federal interest in land acquisition and use; surveys; sale and disposition – general, partial, surplus lands; refunds of surplus; release of securities; sale of livestock and equipment; continued establishments; leasing and renting pending sale; real estate commission; civilian purchase; unauthorized disposition of securities; expropriations. ***Program Record Number:*** VAC MVA 070

Agriculture, Farm Development and Operation

Description: Includes records relating to counselling, training courses, advisory and supervisory services on farm management operations for veterans. *Topics:* Farm management – general; training courses; farm equipment; farm management studies; farm accounting methods; farm building models; supervision and advice; requests for information; bull loaning policy; disease testing in animals; crops and crop conditions; Prairie Grain Advance Payments Regulations; production line farming; farm credit study committee; family farm operation; statistics. ***Program Record Number:*** VAC MVA 115

Appraisals and Services for Other Departments

Description: Includes records relating to real estate appraisals for Veterans Land Administration and real estate appraisals and services provided for other departments and agencies. *Topics:* Appraisals – general; schedule of appraisal fee; appraisals for other departments (individual files for departments and agencies); tendering; licences; collection of fees; management of Department of National Defence installations leased to the public for agricultural purposes; Indian economic development program; off-reserve housing program; real estate data bank project. ***Program Record Number:*** VAC MVA 095

Commemoration and Special Events

Description: Information on subjects relating to the commemoration of special war events; official ceremony, composition of the official delegation; special arrangements. ***Topics:*** General; opening of Ste. Anne's Hospital Day Centre; 65th anniversary of Camp Hill Hospital; Veteran's Week; 30th Anniversary of the ceasefire in Korea; Program Evaluation; Remembrance Day; Commemoration Review Project. ***Program Record Number:*** VAC MVA 010

Conveyance and Other Title Transactions

Description: Includes records relating to preparation and replacement of transfers of titles, deeds and other title documents in relation to the disposition of real estate or property. ***Topics:*** Preparation of conveyances and title transactions – general, delays, outstanding title cases, lost certificates of title, amendments, deeds in escrow, replacement deeds, agreements for sale, title searches, declaration of possession, joint tenancy, assignment of civilian or veteran agreements of sale, trespass and encroachment, surveys, administration fees, legal fees and disbursements, execution of documents by director, restrictive covenants and titles. ***Program Record Number:*** VAC MVA 075

Debt-Free Settlement on Dominion or Provincial Lands

Description: Includes records relating to debt-free settlement and to non-repayable conditional grants for the establishment of veterans on provincial lands and similar grants to Indian veterans who settle on Indian Reserve lands. ***Topics:*** Establishment of veterans on provincial and Dominion lands-general, debt-free settlement agreements with provinces (filed by province), federal Crown land in the Yukon and Northwest Territories, tax arrears on Dominion land, national parks, agreement of sale, non-repayable grant, additional farm credits, grants to Indian veterans for establishment within Indian Reserves, Métis veterans, land clearing and breaking and other permanent improvements. ***Program Record Number:*** VAC MVA 065

Easements, Servitudes and Right of Way

Description: Includes records relating to the granting of easements, servitudes and right of way on properties to which title is held by the director, Veterans Land Act. ***Topics:*** Easements – general, policies, hydro, oil and gas, telephone, railway and road; servitudes and rights of way; Waterfowl Habitat Conservation Program; Provincial Woodland Improvement Program; individual company easement files. ***Program Record Number:*** VAC MVA 105

Eligibility and Qualification

Description: Correspondence relating to eligibility to apply for benefits under the Veterans Land Act and the Soldier Settlement Act, certificates of qualification and cancellation of certificates of qualification, termination date for acceptance of loan applications. ***Topics:*** Eligibility of recipients of War Veterans Allowance, aged veterans, dual service medical fitness, re-establishment credits, duplication of benefits, Veterans Business and Professional Loans Act, Canadian Army Special Force, Fire Fighters, Ferry Command, Merchant Marine, members of His Majesty's Forces other than Canadian, Allied Forces, Special Duties Personnel, Regular Forces, Interim Forces, all categories of veterans, native veterans, National Resources Mobilization Act personnel. ***Program Record Number:*** VAC MVA 055

Health Care Facilities and Services

Description: Subject information on the administration and operation of departmental hospitals and homes; hospital services in both departmental and contract hospitals; transfer of hospitals to provincial or community jurisdiction; medical staff. ***Topics:*** Health care facilities and services – general; institutional guidelines study; institutional bed requirements; long-term care strategy; master agreement; patient satisfaction; per diem rates; land use; transfer of hospitals, care and service, inquiries and complaints, capital contributions, transfer agreements, redevelopment, transfer of patients; (files by name of institution). ***Program Record Number:*** VAC MVA 025

Home Construction Assistance

Description: Includes records relating to loans under the National Housing Act to an eligible veteran in respect of the construction by him of a single-family home on suitable land and to furnish said veteran with financial, technical and other assistance. ***Topics:*** Construction assistance – general, construction financing, inspections, construction directives, construction courses, construction contracts, building standards, housing for handicapped and aging veterans, sales taxes, deferred construction, lagging contracts, construction reports, recovery from contractors, hydro, interest rates, liaison with Canada Mortgage and Housing Corporation service eligibility, plans. ***Program Record Number:*** VAC MVA 085

Honours and Awards

Description: Information on the issue and replacement of First and Second World War Campaign Stars, medals, Service Buttons and Silver Memorial Crosses. ***Topics:*** General; policy; Campaign Stars and Medals; Non-Canadian awards and certificates; Queen's Scarf of Honour; correspondence regarding books on war medals and decorations of Canada; Victoria Cross – general, news clippings, statistics and statements; Korea Service Badge; Canadian Volunteer Service Medal; Corps of Canadian Firefighters; Fenian Raids and Northwest Rebellion; Memorial Bar; Memorial Cross – general, Mercer Case, Naval Memorial Crosses; South Africa Medal; United Nations and Far East Medal; War Service Badges. ***Program Record Number:*** VAC MVA 005

Insurance

Description: Includes records relating to insurance – group, life, fire, liability, and general policies to protect the veteran's and/or public equity in the property. *Topics:* Insurance – general; mortgage clause; liaison with insurance companies; group life insurance plan; fire insurance fund; summary of application; fire loss recovery procedure; disposition of insurance recoveries; payment of taxes from insurance recoveries; recovery from tempest damage; liability insurance; chattel insurance. ***Program Record Number:*** VAC MVA 125

Loans/Grants

Description: Includes records relating to policies on lending operations and the administration of loans and grants to veterans, and provincial and private housing loan programs. *Topics:* Lending policy; loan termination; deadline for additional loans; interest rates; maximum loans; supplementary loans; repayment terms and procedures; conditional grants; preparation of agreements; crop share agreements; loans for full-time farming, fishing, fur farming; co-operative farming; displaced persons land settlement; small family farm and off-farm enterprises such as tourist trade; provincial and private housing loan programs (by province or name of lender); mortgages in escrow. ***Program Record Number:*** VAC MVA 060

Mines, Minerals and Surface Rights

Description: Includes records relating to mines, minerals and surface rights on lands on which veterans are settled and to which the director holds title, or lands on which veterans had previously been settled. *Topics:* Mines and minerals – general (by province), acquisition of title to mines and minerals by the director; surface and subsurface rights; provincial legislation; titles with half minerals; lease disputes; native claims; sale of timber; sale of gravel. ***Program Record Number:*** VAC MVA 110

Part-Time Farming (Small Holding)

Description: Includes records relating to the purchase and/or construction of homes for veterans on part-time farms (small holdings) where the major source of income comes from a non-farming enterprise. *Topics:* Qualification; minimum-size requirements; mobile houses and condominium units; subdivision projects (arranged by province); landscaping; summary or vacant land units; sewage and water systems; unsold properties; urban areas; change from part-time farm (small holdings) status to full-time farms or vice versa; monthly statements; municipal grants; tax concessions; drainage; irrigation. ***Program Record Number:*** VAC MVA 090

Relocation to Charlottetown, Prince Edward Island

Description: Information on the co-ordination of the planning and implementation of all activities related to the relocation of the Portfolio headquarters from Ottawa to Charlottetown, Prince Edward Island. *Topics:* General; continuity of Veterans Services head office; operations; housing situation quarterly reports; relocation information bulletins; employee relocation decisions; relocation status and progress reports; relocation staffing plans; studies and surveys; accommodation – general, furniture and furnishings; interim procedures. ***Program Record Number:*** VAC MVA 015

Rescission and Resale

Description: Includes records relating to rescissions, voluntary or involuntary, on contract agreements administered by the director, Veterans Land Act, and sale of reverted properties. *Topics:* Rescission of contract agreements – general; policy and procedures; quit claim deed; disposition of surplus; tax adjustments; reinstatement of account; unsold reverted properties; provincial advisory boards; evictions; repossession and sale of chattels; submissions to council. ***Program Record Number:*** VAC MVA 120

Special Housing Assistance for Veterans

Description: Includes correspondence relating to joint Veterans Affairs and Canada Mortgage and Housing Corporation programs (ended March 1980) which were extended to assist veterans on low or modest incomes to acquire housing accommodation. *Topics:* Eligibility; request for information; low-rental housing – general, low-rental housing projects (arranged by name of project); co-operation and liaison with Canada Mortgage and Housing Corporation; statistical summaries; extension of benefits; applications for assistance (arranged numerically). ***Program Record Number:*** VAC MVA 080

Special Programs

Description: Information on a wide range of special benefits designed to assist veterans, their dependents and other specified persons. *Topics:* Special programs – general; arts and crafts/Red Cross; benevolent fund – general, Royal Canadian Air Force, Royal Canadian Army, Royal Canadian Navy; bequests – general; Blinded Veterans Assistance Program; Commonwealth War Graves Commission – general, memorials; disablement fund; educational assistance – general, eligibility for educational institutions, (reports, statistics and statements); estates; European operations; funds – general; funerals, burials and grave markers; Hearing Assistance for Veterans Program; Last Post Fund; memorials, cemeteries and graves – general, foreign countries, departmental cemeteries and plots, provincially owned cemeteries; Paraplegic Assistance Program; pensioners training; post-discharge benefits; Royal Canadian Legion – grants; trust funds – general, head office, Newfoundland (sub-region), Atlantic, Quebec, Ontario, Prairie and Pacific Regions; Vetcraft. ***Program Record Number:*** VAC MVA 035

Taxes

Description: Includes records relating to taxes as they affect veterans settled under provisions of the Veterans Land Act and advising veterans of tax implications. *Topics:* Taxes – general; taxes on Crown-owned property; grants in lieu of taxes; payment of taxes; sales tax rebate instructions; gift tax; surface and mineral leases and taxable income; capital gains tax; tax sale procedures; tax limitation agreements; mortgage interest tax credit plans; provincial tax rebates; land transfer tax; land speculation tax; real property tax deferment. *Program Record Number:* VAC MVA 100

Treatment and Treatment Services

Description: Information on the administration of veterans benefits related to medical, surgical and dental treatment, including the supply and maintenance of prosthetic and other appliances to eligible veterans and other qualified individuals. *Topics:* Treatment and treatment services – general, foreign countries, other authorized personnel; Veterans Treatment Regulations; Veterans Care Regulations – general; Veterans Independence Program; allowances; dental services – general, dental care plans; hospitalization – general, care; insurance – general, provincial hospital and medicare plans; medical services; pharmacy services – general, agreements; special equipment – general, eyeglasses and other optical aids, home modifications, prosthetics and orthotics; reports, statistics and statements. *Program Record Number:* VAC MVA 040

Veterans Insurance

Description: Information on the administration of life insurance purchased by veterans and other eligible individuals. *Topics:* Returned Soldiers Insurance and Veterans Insurance – general; reports, statistics, statements; studies and surveys; acts, regulations and rulings. *Program Record Number:* VAC MVA 030

Veterans Land Administration – General

Description: Records of a general nature relating to the operation of Veterans Land Administration and the Soldier Settlement Board. *Topics:* Veterans Land Administration – general; history of veterans land legislation; natural disasters; terms of agreement; absentee veterans; Committee on Demobilization and Rehabilitation; projects related to the Home Repair Program and other special projects; veterans' spouses' rights to property deceased veterans and devolution of estates; liens and other encumbrances while title to property is held by the director. *Program Record Number:* VAC MVA 050

Veterans Services – General

Description: Information on operational subjects relating to the social welfare of veterans, their dependents and other specified persons. *Topics:* Veterans services – general; Veterans Independence Program Review Project; chaplaincy services; client services; community health services – general and provincial; counsellors and counselling services; geriatrics and gerontology; nursing services; oaths and affidavits; social assistance programs. *Program Record Number:* VAC MVA 020

War Veterans Allowance and Civilian War Allowance

Description: Information on the administration of War Veterans and Civilian War Allowances (WVA/CWA) to eligible veterans and other qualified individuals, including eligibility requirements; rates of allowances; payments and overpayments; authorizations; adjudication decisions. *Topics:* War Veterans and Civilian War Allowances – general; acts and regulations; adjudication decisions – general, regular board decisions; Assistance Fund; cheques; eligibility – general, age, residence, medical, service requirements; harmonization with Health and Welfare Canada and with Revenue Canada (Taxation); other income – general, casual earnings and interest; social assistance – general, Old Age Security, provincial programs; payment of allowances – general, excesses; overpayment of allowances – general, remissions; reports, statistics and statements. *Program Record Number:* VAC MVA 045

Associated Agencies

▪ Veterans Appeal Board

Disability Pension Appeals

Description: Records relating to the adjudication of appeals of decisions rendered by the Entitlement and/or Assessment Boards of the Canadian Pension Commission under the Pension Act and other related statutes. *Topics:* Procedures – general, appeals of Entitlement and Assessment Board decisions; Reviewers'/Editors' procedures; precedent decisions; interpretations; legal opinions; rules of procedure and medical opinions. *Program Record Number:* VAC VAB 202

Veterans Appeal Board – General

Description: Information relating to the former Pension Review and War Veterans Allowance Boards and the new Veterans Appeal Board in general, including historical background, general procedures, complaints, inquiries and the general administration and management of the Boards. *Topics:* Veterans Appeal Board – general; liaison – veterans organizations, other federal departments and other levels of government; meetings; audits; appointments; statistics; finance; policy development; correspondence; plans. *Program Record Number:* VAC VAB 201

War Veterans Allowance and Civilian War Allowance Appeals

Description: Records relating to the adjudication of appeals of decisions rendered by the Department of Veterans Affairs under the War Veterans Allowance Act and the Civilian War Pensions and Allowances Act, and other related statutes. *Topics:* Allowances – general, spousal separation, overpayments; eligibility – general, Allied Forces, military service, theatre of war; income -general, casual earnings, interest, social assistance; procedures – general; Regional Offices of the Department of Veterans Affairs; precedent decisions; interpretations; legal opinions; rules of procedure. *Program Record Number:* VAC VAB 203

▪ Canadian Pension Commission

Acts, Orders and Regulations

Description: Correspondence relating to bills, acts, statutory orders and regulations administered by the Commission, as well as correspondence relating to other Canadian legislation the Commission may use as reference material to assist in the delivery of its programs;

correspondence relating to the Civilian War Pensions and Allowances Act (Parts I and IX), the preparation of amendments, and interpretations; correspondence relating to the Pension Act and the preparation of amendments, and interpretations by the Veterans Appeal Board. *Topics:* Children of the War Dead (Education Assistance) Act; Flying Accidents Compensation Regulations; Compensation for Former Prisoners of War Act (now section 55 of the Pension Act); Halifax Relief Commission Pension Continuation Act; RCMP Pension Continuation Act; RCMP Superannuation Act; Orders-in-Council 1915 – Special Duty Area Pension Order; office consolidation of the Pension Act. ***Program Record Number:*** VAC CPC 220

Armed Forces Pensions

Description: Includes correspondence relating to pensions for disabilities or death incurred by members of Canada's military forces during World War I, World War II, peacetime service, service in a Special Duty Area, service in a theatre of operations, Reserve Force service or Special Force service. *Topics:* Cadets, deserters, boards of inquiry regarding deceased or missing personnel, attestation and discharge procedures, Canadian Women's Auxiliary Services; Canadian Army – general, dual service, trainees, Reserve Force (Militia), Active Force (World War II), Interim Force, soldier apprentices, Special Force (Interdepartmental Committee on re-establishment), Canadian Rangers; Royal Canadian Air Force – general, civilian flying instructors, refresher flying training ("Chipmunk Exercise"), members attached to Air Force; Royal Canadian Navy – general. ***Program Record Number:*** VAC CPC 210

Briefs, Resolutions and Representations

Description: Contains correspondence relating to briefs, resolutions and representations made by veterans' organizations such as the Royal Canadian Legion and others on pension matters. *Topics:* British Benevolent Society of Los Angeles; Canadian Legion of the British Empire Service League; Canadian Order of Empire Ex-Servicemen; Canadian Pensioners' Association of the Great War; Canadian Soldiers' Non-pensioned Widows' Association; Canadian Combat Veterans Association; Dominion Corps of Legionnaires – Second World War; Disabled Veterans Association; Imperial Veterans' Social Club; Imperial War Graves Commission; Royal Canadian Corps of Signals Auxiliaries and Soldier's Protection Association and Political Club of New Westminister; Canadian Corps Association; Canadian Battlefield Memorial Committee; Canadian National Institute for the Blind; Imperial Order Daughters of the Empire; National Council of Veterans Associations; Sir Arthur Pearson Association; Royal Canadian Air Force Association; War Amputations Association – general, resolutions; War Pensioners of Canada; World Veterans Association; Royal Canadian Legion – general, resolutions. ***Program Record Number:*** VAC CPC 215

Canadian Pension Commission

Description: The Canadian Pension Commission in general, including correspondence relating to the operational functions and responsibilities of the Commission. *Topics:* Canadian Pension Commission – general, reparation claims, and War Service Gratuities; the Bopenco Record. ***Program Record Number:*** VAC CPC 205

Civilian War Pensions and Allowances

Description: Includes correspondence relating to pensions and allowances awarded to the following groups of civilians for disabilities or death attributable to service during World War II in certain organizations or types of employment which were closely associated with the Armed Forces: Auxiliary Service Personnel, Canadian Civilian Air Crew, Canadian Merchant Seamen and Salt Water Fishermen. *Topics:* Air Raid Precaution Workers; Corps of Canadian Fire Fighters (for service in the U.K.); injury during remedial treatment; Overseas Welfare Workers; RCMP Special Constables; Voluntary Aid Detachment; list of supervisors; Ferry Command 594 list; Sub-Committee on War Risk Insurance and Bombardment Compensation; Rescue Tug Service; S.S." Silver Star Park"; medical treatment; American Red Cross; rates of pensions payable and detention allowance; list of Silver Cross Mothers; section 13, Coloured seamen. ***Program Record Number:*** VAC CPC 225

Compensation for Former Prisoners of War

Description: Contains correspondence relating to compensation provided under the Pension Act to members of the Armed Forces and certain civilians who were taken prisoner during and after World War II, and to their dependants. *Topics:* Policy; Hong Kong Prisoners of War; Dieppe Prisoners of War; list of names; statistics; internees of Vichy, France; Hermann Report. ***Program Record Number:*** VAC CPC 230

Entitlement and Assessment Boards

Description: Includes correspondence relating to hearings of entitlement and assessment boards authorized under the Pension Act. *Topics:* Entitlement and Assessment Boards – general, transcript of evidence and zones. ***Program Record Number:*** VAC CPC 235

Foreign Pensions, Gallantry Gratuities and Annuities

Description: Includes correspondence relating to foreign pension legislation and pensions payable to pensioners residing in other countries, including Great Britain. Also included is correspondence relating to the payment of gratuities and annuities which accompany certain gallantry awards granted to members of the armed forces of Canada during World War II and of the Special Force or other forces organized by Canada (UN, NATO). *Topics:* Australia; France; Italy; Japan; Germany; New Zealand; Poland; Russia; Union of South Africa and United States of America. For Great Britain, other topics include annual reports; senior officials' visits; Civilian Technical Corps and United Kingdom National Health Insurance. Topics concerning gallantry gratuities and annuities include policy; Royal Warrants and King's Regulations and Orders; Special Force; statement and summary of cases; Victoria Cross recipients (nominal roll) and George Cross Annuities; legislation. ***Program Record Number:*** VAC CPC 240

General Meetings

Description: Index of subjects considered at general meetings from March 1969 to present; general meeting minutes. ***Program Record Number:*** VAC CPC 281

Legal Matters – General and Prosecution

Description: Includes correspondence relating to legal matters, opinions and prosecutions at the federal court level. ***Topics:*** General legal matters including recovery of overpayments, legality of marriage and divorce, and the following prosecutions at the federal court level: G.H. Harris, W.H. Irvine, W.H. Woods, A. Poland and R.A. White. ***Program Record Number:*** VAC CPC 245

Medical Advice

Description: Includes correspondence relating to advice regarding all medical matters of policy, precedent and usage relative to pensioning. ***Topics:*** General medical advice including autopsy (exhumation), amputation, cancer, diagnosis, effects of gas, all cardiovascular conditions, influenza virus vaccine, deafness (hearing loss), medical examinations, neurological conditions (includes ALS), peptic ulcer (including all gastrointestinal conditions) and tuberculosis; veterans of atomic warfare – medical assessments regarding radiation; medical categories (classifications); aggravation. ***Program Record Number:*** VAC CPC 250

Newfoundland Pensions

Description: Includes correspondence relating to pensions for death or disabilities attributable to service by Newfoundlanders prior to and after the union. ***Topics:*** Pensioners World War I (nominal roll), pensioners World War II (nominal roll), Newfoundland Regiment, forms and Special Appropriation Vote 538. ***Program Record Number:*** VAC CPC 255

Pensions Policy

Description: Includes correspondence relating to pensions policy. ***Topics:*** Adjustments to pensions; effective dates. ***Program Record Number:*** VAC CPC 282

Reports, Statistics and Statements – General and Pensions in Payment

Description: Includes reports, statistics and statements relating to pensions and statistical reports on pensions in payment. ***Topics:*** Pension Program Workload Statistics; Entitlement Board reports on pensions in payment – general, Board of Pension Commissioners (1918-19), joint study group on basic rate of pension. ***Program Record Number:*** VAC CPC 260

Royal Canadian Mounted Police Pensions

Description: Includes correspondence relating to pensions for death or disabilities under the RCMP Pension Continuation Act or the RCMP Superannuation Act. ***Topics:*** General information, special constables and regular members. ***Program Record Number:*** VAC CPC 265

Special Operators War Service Benefits

Description: Includes correspondence relating to benefits provided to certain persons who were recruited in Canada by United Kingdom authorities for special duties in war areas. ***Topics:*** General information and policy. ***Program Record Number:*** VAC CPC 270

Table of Disabilities

Description: Includes correspondence relating to the Table of Disabilities, its amendments, preparation and distribution. ***Topics:*** Policies and administration; tables by type of disability; medical guidelines. ***Program Record Number:*** VAC CPC 251

Treatment Entitlement

Description: Includes correspondence relating to treatment entitlement; pension payments during hospitalization; doctor of choice program; injury or death resulting from treatment. ***Topics:*** Treatment regulations; joint control of treatment services and pensions medical activities; doctor of choice program; injury or death resulting from treatment; documentation and re-attestation of pensioners for treatment. ***Program Record Number:*** VAC CPC 275

Trust Funds

Description: Includes correspondence relating to trust funds consisting of private monies which have been donated by sympathetic individuals who wish to assist veterans and their families. ***Topics:*** Policy, authority to accept bequests and donations; Committee on Trust Funds; investment (interest); financial statements; William Scott Fund; disbursements; Regimental Fund – 230th Battalion; War Special Assistance Fund; Florence Martineau Fund; Sidney E. Lambert Fund; W.A. Black Benefit Fund; Soldiers' Aid Commission; Canadian Patriotic Fund and the Mennonite Fund; canteen funds, Last Post Fund, RCAF Benevolent Fund, Army Benevolent Fund. ***Program Record Number:*** VAC CPC 280

■ Bureau of Pension Advocates

Bureau of Pensions Advocates – General

Description: Includes records relating to pension and War Veterans Allowance adjudication and to veterans organizations. ***Topics:*** Liaison with the Canadian Pension Commission relating to pension applications and appeals; liaison with the Veterans Appeal Board relating to pension and allowance appeals; liaison with veterans organizations; liaison with the Department of Justice and the Federal Court of Appeals; client representation in cases of adverse interest. ***Program Record Number:*** VAC BPA 295

Reference, Research and Precedents

Description: Includes records relating to pension and allowance eligibility based on various medical conditions and/or military service. ***Topics:*** Copies of precedents (by year); records on appeals to the Veterans Appeal Board; operational memoranda and directives; statistics related to productivity. ***Program Record Number:*** VAC BPA 300

Department of Veterans Affairs (Cont'd)

Veterans Affairs shares the following Program Records with the Veterans Appeal Board, the Canadian Pension Commission and the Bureau of Pension Advocates listed above.

Access to Information and Privacy (ATIP) Co-ordination

Description: Includes information on the portfolio's ATIP policies, implementation procedures and liaison network. *Topics:* ATIP policies; exemption procedures; briefing and training material; sharing of personal information with other government institutions; collection, use, disclosure and protection of personal information; correction requests/notations; complaints to Information/Privacy Commissioners; compliance; co-operation and liaison within the portfolio and with other government institutions; manuals; reports and statistics; requests for access to information. ***Program Record Number:*** VAC MVA 475

Accounts and Accounting

Description: Records relating to the portfolio's accounting activities. *Topics:* Accounts and accounting generally; cash accounts; accounts payable; accounts receivable; standing advances. ***Program Record Number:*** VAC MVA 555

Acts and Legislation

Description: Correspondence relating to the preparation, amendment, etc. of acts and regulations. *Topics:* Acts and legislation – general, departmental, federal, foreign and provincial. ***Program Record Number:*** VAC MVA 490

Administration

Description: Information on a wide variety of subjects relating to administrative matters. *Topics:* Administration generally; accidents generally; motor vehicle accidents; agreements; appreciation; complaints and enquiries; associations, clubs and societies; badges, emblems and flags; bilingualism and biculturalism; cafeterias and eating facilities; campaigns and canvassing; ceremonies and celebrations; circulars, directives and orders; committees; conferences, meetings and symposia; corporations, companies and firms; emergency preparedness; energy conservation; Federal Identity Program; legal matters; inventions, patents and copyrights; licences and permits; parliamentary matters; plans and programs; reports and statistics; visits and tours; studies and surveys. ***Program Record Number:*** VAC MVA 485

Administrative and Management Services

Description: Includes records relating to the services which support the administration and operational components of the organization. *Topics:* Administrative and management services generally; correspondence management; data processing services; duplication services; forms management; library services; mail, messenger and postal services; management consulting services; records management; telecommunications services; travel and transportation services; secretarial, typing and word-processing services; translation services; micrographics. ***Program Record Number:*** VAC MVA 495

Budgets

Description: Records concerning budgetary activities within the Portfolio. *Topics:* Budgets generally; estimates and supplementary estimates; program forecasts. ***Program Record Number:*** VAC MVA 565

Buildings

Description: Includes records relating to tenant services. *Topics:* Buildings generally; acquisition; alterations and repairs; construction; contracts; damages; fire prevention; disposal and maintenance. ***Program Record Number:*** VAC MVA 510

Buildings and Properties

Description: Includes correspondence of a general nature relating to buildings, properties and accommodations. *Topics:* Buildings and properties generally; accommodation; accounting and inventories; planning and requirements; reports and statistics; parking. ***Program Record Number:*** VAC MVA 505

Classification of Positions

Description: Includes correspondence relating to policies and procedures on classification of positions, delegation of classification authority, Special Assignment Pay Plan (SAPP), management complement, monitoring of classification and classification grievances. *Topics:* Classification generally; audits; category and group; individual positions; standards; reclassification; holding classification (red circling); Classification Committee reports; organization charts; Special Assignment Pay Plan; and classification grievances. ***Program Record Number:*** VAC MVA 425

Co-operation and Liaison

Description: Correspondence relating to co-operation and liaison activities. *Topics:* Co-operation and liaison generally and at the federal, international, provincial, university, college and school levels. ***Program Record Number:*** VAC MVA 500

Conflict of Interest and Post-Employment Code

Description: Includes correspondence relating to the implementation of the Conflict of Interest and Post-Employment Code. *Topics:* Code of the Public Service; amendment; interpretation; delegation authority; reports and statistics. ***Program Record Number:*** VAC MVA 430

Electronic Data Processing (EDP)

Description: Includes records on the procurement, purchase, rental of EDP equipment and the management of EDP through policies, plans and standards. *Topics:* EDP generally; policies (telecommunications, EDP); plans; standards; inventories; program development; corporate database; data-processing hardware and software; committees; EDP security. ***Program Record Number:*** VAC MVA 405

Employment and Staffing

Description: Includes correspondence relating to employment and staffing of positions, certification, delegation of staffing authority, policy development, employment and staffing selection standards and monitoring of staffing. *Topics:* Employment and staffing generally: statistics on applications, casual and term employees and temporary services; competitions; lateral transfers; program recruitment; two-year guarantee policy and procedures; requests for staffing action; summer students; secondment agreements; and employee exchange between Veterans Affairs and Provincial Departments. ***Program Record Number:*** VAC MVA 435

Employment Equity

Description: Includes correspondence relating to equal opportunities for women; program initiatives to increase the employment of women in senior positions; correspondence on new initiatives leading to increased participation in the work force of aboriginal people, visible minorities and disabled people. *Topics:* Employment Equity generally; program initiatives for disabled persons; aboriginal people; visible minorities, disabled people and women; reports; plans; statistics; studies and surveys; Employment Equity plan. ***Program Record Number:*** VAC MVA 420

Equipment and Supplies

Description: Includes records relating to the procurement of equipment and supplies. *Topics:* Equipment and supplies generally; accountability and inventories; catalogues; clothing; disposal and surplus; food; forms; fuels; laboratory; loans; maintenance and repairs; price lists and stationery; equipment for the handicapped. ***Program Record Number:*** VAC MVA 525

Finance

Description: Records relating to the portfolio's financial activities. *Topics:* Finance generally; agreements and arrangements; allotments and transfers; allowances; banks and banking; cheques; claims; contracts; currency; encumbrances; expenditures; fees; funds; revolving funds and working capital advances; grants; signing authorities; taxes and travel allowances; expenses. ***Program Record Number:*** VAC MVA 550

Furniture and Furnishings

Description: Records relating to the procurement, accountability and issuing of furniture and furnishings. *Topics:* Furniture and furnishing generally; beds and bedding; chesterfields and sofas; drapes; filing cabinets; household and office furniture and furnishings; pictures; inventories; furniture for the handicapped and for orthopedic uses. ***Program Record Number:*** VAC MVA 530

Human Resources

Description: Includes correspondence relating to all aspects of Human Resource management, planning and development. *Topics:* Human resources – generally; career movement; inventories; performance appraisal; reports and statistics; Career Assignment Program (CAP); succession planning; and Incentive Award Programs. ***Program Record Number:*** VAC MVA 440

Individuals Deceased More than 20 Years

Description: Includes records and correspondence on veterans and their dependants, deceased more than 20 years, who contacted and/or received benefits from the portfolio during their lifetimes. *Topics:* Applications for benefits; medical, financial and domestic information; military service information; decisions on applications and appeals; general correspondence. ***Program Record Number:*** VAC MVA 480

Internal Audit and Program Evaluation

Description: Correspondence relating to Auditor General reports, internal audits and evaluation of the portfolio's programs. *Topics:* Auditor General reports and reports on various types of internal audits including comprehensive, compliance, systems, special request audits and special study assessments. Files of project-oriented program evaluation work relating to framework/assessment/evaluation studies; to assistance to other parts of the portfolio; to establishment of the program evaluation function. ***Program Record Number:*** VAC MVA 560

Lands

Description: Information of a general nature on land administration. *Topics:* Lands generally; acquisition; concessions; development; disposal; fencing; flood control; landscaping; parking areas; roads; streets and sidewalks. ***Program Record Number:*** VAC MVA 515

Occupational Health, Safety and Welfare

Description: Includes correspondence relating to the administration of occupational health, safety and welfare matters. *Topics:* Occupational health, safety and welfare – generally: health units; nursing services; and surveys. ***Program Record Number:*** VAC MVA 445

Office Appliances

Description: Includes records relating to the procurement, purchase and rental of non-EDP equipment. *Topics:* Office appliances generally; calculators; duplicating equipment; facsimile machines; photographic and microfilming equipment; recorders and typewriters. ***Program Record Number:*** VAC MVA 535

Official Languages

Description: Includes correspondence and reports relating to policies, procedures and guidelines relating to the Official Languages activities of the portfolio. *Topics:* Official Languages generally; identification and designation of bilingual positions; bilingual bonus; Official Languages action plans; complaints; recruitment; replacements; work instruments; language training module data; second-language evaluation; letters of understanding; and reports and statistics. ***Program Record Number:*** VAC MVA 450

Pensions and Insurance

Description: Includes correspondence relating to the administration of employee contribution and coverage under the various pension and insurance plans. *Topics:* Pensions and insurance generally: superannuation plans; Canada Pension Plan; the Public Service dental care plan;

reciprocal transfer agreements; federal, provincial and private hospital and medical insurance plans; death benefit plan; disability insurance; unemployment insurance plans; Health Insurance Remuneration Supplement; Public Service Management Insurance Plan (PSMIP); Group Surgical Medical Insurance Plan (GSMIP). *Program Record Number:* VAC MVA 455

Personnel

Description: Includes correspondence relating to the general administration of personnel management activities. *Topics:* Personnel generally; accidents and injuries; Governor in Council appointments and others; attendance; awards and honours; establishment; hours of work and overtime; leave and holidays; regulations and directives; reports and statistics; retirements; separations; work force adjustments; Personnel Management Information System (PMIS). *Program Record Number:* VAC MVA 415

Procurement

Description: Information on various procurement functions. *Topics:* Procurement generally; contracts; local purchase orders; procedures and regulations; requisitions and standing offer agreements. *Program Record Number:* VAC MVA 540

Salaries and Wages

Description: Correspondence relating to subject matter within the employee pay administration activity. *Topics:* Salaries and wages – generally: acting pay; deductions; pay rates pay system; performance and senior merit pay; regulations on salary revisions; severance pay; direct pay deposit service; and garnishments. *Program Record Number:* VAC MVA 460

Security

Description: Correspondence relating to general security matters and physical security of buildings and grounds. *Topics:* Security generally; policies; Corps of Commissionaires; fires and fire prevention; emergency measures; building security and access control; security checks; security sweeps; equipment. *Program Record Number:* VAC MVA 410

Staff Relations

Description: Correspondence relating to topics concerning the administration of labour relations activities, collective bargaining, employee complaints and employee assistance programs. *Topics:* Staff Relations – generally; counselling and employee assistance programs; bargaining agents; collective agreements and interpretations; designated employees; discipline; grievances; adjudications; complaints; managerial and confidential exclusions; union relations; and union-management consultation. *Program Record Number:* VAC MVA 465

Training and Development

Description: Includes correspondence relating to the general administration of training programs, participation and activities, and their costs. *Topics:* Training and development – generally; attendance; course content; course evaluations; individual courses; middle management orientation program; plans, schedules and directives; supervisory orientation program; and types of courses. *Program Record Number:* VAC MVA 470

Utilities

Description: Correspondence relating to the installation, operation and maintenance of utility systems and facilities. *Topics:* Utilities generally; air conditioning; electric power; water and sewage; garbage disposal; gas and oil; heating; lighting; plumbing and ventilation. *Program Record Number:* VAC MVA 520

Vehicles

Description: Records relating to the purchase, lease, operational standards and costs of vehicles. *Topics:* Vehicles generally; air, land and water vehicles; insurance; maintenance and repairs; operating standards; registration and licences; inventories. *Program Record Number:* VAC MVA 545

Personal Information Banks

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Department of Veterans Affairs

Assistance Fund

This bank contains information on the provision of single cash grants to persons who meet the eligibility criteria and who require a grant to meet an extreme emergency situation. This information relates only to those persons who are in receipt of the War Veterans Allowance or Civilian War Allowance. The purpose of this bank is to provide information concerning the payment of single cash grants. The authorization for this bank comes under the Department of Veterans Affairs Act, Assistance Fund Regulations and War Veterans Allowance Act. Information in this bank is provided to federal government institutions, or departments or agencies of provincial or municipal governments that require the information in the determination of the entitlement of the individual for any social/financial benefit; to qualified medical practitioners, health professionals or social agencies established or accredited by federal or provincial law to provide adequately a health or social service needed by the individual; or to members of a provincial legislative body acting in the interest of the individual. As well, information is disclosed to Members of Parliament acting in the interest of the individual. *Bank Number:* VAC PPU 045

Client Database

This is a computerized data bank containing information relating to veterans, their spouses and dependants, and other clients who were or are now in receipt of benefits. Data may include names, addresses, social insurance numbers, service numbers, benefits received and additional information required to provide service to the client. The information relates to veterans, their spouses and dependants who were or are now in receipt of benefits payable under the War Veterans Allowance Act, the Civilian War Pensions and Allowances Act, the Pension Act the Compensation for Former Prisoners of War Act, the Flying Accidents Compensation Regulations, the Gallantry Gratuity and Annuity Order and the Halifax Relief Commission Pension Continuation Act. The databases are maintained to assist Veterans Affairs in responding effectively to client needs. Information in this bank is shared with Supply and Services Canada for cheque issuance purposes; with Health and Welfare Canada to determine the veteran's Old Age Security benefits and with Revenue Canada (Taxation) to verify the veteran's income. ***Bank Number:*** VAC PPU 085

Contractual Obligations

Data in this bank include correspondence, internal memoranda and reports, as well as absentee and rescission documentation. The information relates to veterans established under the Veterans Land Act. The purpose of this bank is to monitor, under the Veterans Land Act and Regulations, payments, taxes, insurance, property maintenance and the residence or operation, as per the contractual agreement made between the veteran and the director. ***Bank Number:*** VAC PPU 070

Counselling, Rehabilitation, Sheltered Employment, Burial and Trust Fund Benefits, Estates Information

The purpose of this bank is to provide, under the Veterans Affairs Act, the Pension Act, the Veterans Appeal Board Act, the Civilian War Pensions and Allowances Act, the Vetcraft Shops Regulations, the Veterans Burial Regulations, the Guardianship of Veterans Property Regulations, the Veterans Estates Regulations, the Army Benevolent Fund Act, the Last Post Fund Regulations and the Veterans Rehabilitation Act, details concerning the counselling, rehabilitation, sheltered employment opportunities, burial benefits, trust fund and benevolent fund assistance and estate information pertaining to certain former members of the armed forces who served in World Wars I, II, the United Nations peacekeeping operations in Korea and in peacetime. Also, for Newfoundland Veterans, records are kept with respect to estates for the period of 1943 to 1949. Information in this bank is occasionally provided to the Public Trustee/Estate Administrator for administration of estates, or to funeral directors for payment purposes. Details of financial status at the time of death, service particulars and date of birth are given to Last Post Fund representatives in order that funeral and burial assistance may be provided. ***Bank Number:*** VAC PPU 005

Devolution of Estates

Data in this bank include legal and other correspondence, inter-office memoranda and reports, as well as Surrogate or Probate Court documents. Information relates to the estates of deceased veterans who were established under the Soldier Settlement Act and the Veterans Land Act. The purpose of this bank is to identify, under the Veterans Land Act and Regulations, those individuals entitled to inherit the agreement of sale of the deceased veteran. Information in this bank may be given to the public trustee or estate administrator for the purposes of estate administration. ***Bank Number:*** VAC PPU 075

Educational Assistance

The information in this bank concerns educational assistance available to eligible veterans and their dependants. The purpose of this bank is to provide, under the Veterans Rehabilitation Act, Children of the War Dead (Educational Assistance) Act, Children of the War Dead (Educational Assistance) Regulations and the Pensioners Training Regulations details relating to educational assistance available to persons who served in the armed forces and their dependants. ***Bank Number:*** VAC PPU 010

Eligibility, Property Purchase and Sale, and Construction

Data in this bank include veterans' applications, inter-office memoranda, owners' offers to sell, legal documentation and correspondence regarding acquisition of title, veterans' agreements of sale, construction contracts and related documentation, and acquisition of stock and equipment. The information relates to veterans established under the Soldier Settlement Act and the Veterans Land Act. The purpose of this bank is to provide, under the Soldier Settlement Act and the Veterans Land Act and Regulations, details concerning the eligibility of a veteran for financial assistance, the appraisal and acquisition of property and the improvement thereon of existing buildings and/or construction of new buildings, the agreements of sale covering resale of such properties and the acquisition of stock and equipment to the veteran purchaser. ***Bank Number:*** VAC PPU 060

Health Services (Non-pension Related)

This bank contains information on health care benefits and treatments provided to veterans and other qualified individuals for illness or non-pensionable disability. This information relates to persons who served in the armed forces during World Wars I, II and/or the U.N. operations in Korea, members of certain civilian organizations during World War II and other persons who have received departmentally sponsored treatment and health care benefits. The purpose of this bank is to provide, under the Veterans Affairs Act, Veterans Treatment Regulations and Veterans Care Regulations, information on health benefits provided to war veterans and other qualified persons for illness or disability not related to any pensionable disability. Information in this bank is provided to federal government institutions or departments or agencies of provincial or municipal governments that require the information in the determination of the entitlement of the individual for any social/financial benefit; to qualified medical practitioners, health professionals, or social agencies established or accredited by federal or provincial law to adequately provide a health or social service needed by the individual; or to members of a provincial legislative body acting in the interest of the individual. As well, information is disclosed to Members of Parliament acting in the interest of the individual. Information may also be shared with Blue Cross in Atlantic Canada, with Greenshield Prepaid Services in Ontario and the Province of Nova Scotia, Maritime

Medical Care, for the administration of medical benefits. ***Bank Number:*** VAC PPU 020

Honours and Awards

Description: This bank contains personal information on veterans of the First and Second World Wars who have never made a claim for the service medals to which they are entitled. This bank also contains ledgers and nominal rolls for Newfoundland veterans. ***Class of Individuals:*** Persons who served in the armed forces during the First and Second World Wars and Newfoundland veterans who served in the Royal Navy, Royal Airforce or the Merchant Marines during World War II. ***Purpose:*** The purpose of the bank is to identify those individuals who are entitled to service medals that have not been issued, and others who have applied for, and/or received medals or copies of medals. ***Retention and Disposal Standards:*** For veterans or others who have made a claim for medals, all information including correspondence is retained for a period of six months, at which time the records are forwarded to the National Archives of Canada for inclusion in the veteran's service record. ***TBS Registration:*** 002280 ***Bank Number:*** VAC PPU 110

Immediate Post-Discharge Benefits

The purpose of this bank is to provide, under the War Service Grants Act and Regulations, information on War Service Gratuities, Re-establishment Credits and other immediate post-discharge benefits available to persons who served in the armed forces and paramilitary bodies in World War II and/or the United Nations operations in Korea. Also, ledgers are kept dating from 1945 and listing Re-establishment Credits given to Newfoundland veterans. ***Bank Number:*** VAC PPU 015

Institutional Care

This bank contains information on health care benefits provided to veterans and other qualified individuals who are or have been patients in present or former departmental hospitals, veterans homes, contract institutions and community facilities. This information relates to persons who served in the armed forces during World Wars I, II and/or the U.N. operations in Korea, members of certain civilian organizations during World War II and other persons (such as federal prisoners and RCMP Officers) who have received treatment in a present or former departmental facility. The purpose of this bank is to provide, under the Veterans Affairs Act, Veterans Treatment Regulations and Veterans Care Regulations, information on health care benefits provided to war veterans and other qualified persons who receive institutional care. Some of this information may have been copied to head office and regional office files. This bank, however, represents a complete account of treatment received which is organized by and must be accessed by the institution. Information in this bank is provided to federal government institutions, or departments or agencies of provincial or municipal governments that require the information in the determination of the entitlement of the individual for any social/financial benefits; to qualified medical practitioners, health professionals or social agencies established or accredited by federal or provincial law to adequately provide a health or social service needed by the individual; or the members of a provincial legislative body acting in the interest of the individual. The information is disclosed to Members of Parliament acting in the interest of the individual. As well, information provided may be shared with Blue Cross in Atlantic Canada and Greenshields Prepaid Services in Ontario for the administration of medical benefits. ***Bank Number:*** VAC PPU 016

Nursing Assistants' Transcripts

Description: This bank contains personal information concerning participants in a departmental training course for nursing assistants. ***Class of Individuals:*** Individuals who participated in departmental training courses at Camp Hill Hospital, Sunnybrook Hospital or Queen Mary Veterans Hospital for accreditation as a nursing assistant. ***Purpose:*** The purpose of this bank is to provide proof of accreditation for nursing assistants who participated in training courses in some departmental institutions. This training took place prior to the transfer of control of the institutions to the provinces in which they are located. ***Retention and Disposal Standards:*** To be established. ***TBS Registration:*** 002281 ***Bank Number:*** VAC PPU 105

Payment of Short-Term Allowances

This bank contains information about short-term allowances payable to eligible veterans. The purpose of this bank is to provide, under the Veterans Affairs Act, information concerning the payment of short-term allowances for service in World War II and/or the U.N. operations in Korea, during periods of unemployment, temporary incapacity and while awaiting returns from business. ***Bank Number:*** VAC PPU 025

Personal Information Disclosed to Federal Investigative Bodies

Description: This bank has been established to retain copies of requests for personal information received from authorize federal investigative bodies pursuant to paragraph 8(2)(e) of the Privacy Act, for the purpose of enforcing a law of Canada or a province, or carrying out a lawful investigation. ***Class of Individuals:*** Individuals about whom requests for personal information have been received from federal investigative bodies. ***Purpose:*** The purpose of this bank is to permit the Privacy Commissioner to review disclosures made under paragraph 8(2)(e) of the Privacy Act to federal investigative bodies for the purpose of enforcing a law of Canada or a province, or for carrying out a lawful investigation. ***Retention and Disposal Standards:*** Records are retained for a period of two years after last action. ***TBS Registration:*** 002756 ***Bank Number:*** VAC PPU 101

Personal Information Requests

This bank contains personal information request forms and letters sent by individuals requesting access to their files under the Privacy Act, as well as correspondence, requests for extensions and advisory notes concerning exemptions under the Act. The information relates to Canadians who have applied to Veterans Affairs under the Privacy Act during the past two years to receive copies of or to view their personal records. The purpose of this bank is to process personal information requests and to make such statistical reports as are required by the legislation. In addition, the Access to Information and Privacy Coordinator maintains files containing requests for access under paragraphs 8(2)(a)-(e), 8(2) (g) – (i) and 8(2)(l) of the Privacy Act for the use of the Privacy Commissioner. ***Bank Number:*** VAC PPU 100

Property Sales and Other Dispositions

Data in this bank include legal documents, survey plans and descriptions, authority for dispositions, such as Orders-in-Council or ministerial approval and, where applicable, tendering documentation, as well as correspondence and inter-office memoranda. The information relates to veterans established under the Soldier Settlement Act and the Veterans Land Act. The purpose of this bank is to provide information on sales, granting of easements, gas and oil leases, rights of way, etc., related to properties acquired by the director under the Veterans Land Act and Regulations. ***Bank Number:*** VAC PPU 065

Treatment of a Pensionable Condition

This bank contains information on health care benefits and treatment for a pensionable disability. This information relates to those persons who hold entitlement to a disability pension as a result of a decision of the Canadian Pension Commission or the Veterans Appeal Board. The purpose of this bank is to provide, under the Veterans Affairs Act, Veterans Care Regulations and the Veterans Treatment Regulations, information concerning medical treatment and related benefits for a pensionable disability resulting from service in the armed forces, in specified civilian organizations and, in the case of a federal government employee, for a disability resulting from an accident during a non-scheduled air flight. Information in this bank is provided to federal government institutions, or departments or agencies of provincial or municipal governments that require the information in the determination of the entitlement of the individual for any social/financial benefit; to qualified medical practitioners, health professionals or social agencies established or accredited by federal or provincial law to provide adequately a health or social service needed by the individual; or to members of a provincial legislative body acting in the interest of the individual. As well, information is disclosed to Members of Parliament acting in the interest of the individual. Some information may be given to the administration of foreign governments for the purpose of administering treatment for a pensioned condition, if the individual concerned resides in a foreign country. Information may also be shared with Blue Cross in Atlantic Canada, Greenshield Prepaid Services in Ontario and the Province of Nova Scotia, Maritime Medical Care, for the administration of medical benefits. ***Bank Number:*** VAC PPU 030

Veterans Independence Program

This bank contains information about the services and benefits relating to healthy, independent living provided to individual veterans through the Veterans Independence Program. This information relates to persons who served in the Armed Forces during the First and Second World Wars and the United Nations operations in Korea who are eligible for services and benefits under the Veterans Independence Program. The purpose of this bank is to provide, under the Veterans Affairs Act and Veterans Care Regulations, information on benefits and services provided to war veterans in order to assist them to remain healthy and independent in their own homes or communities. Medical information is shared with health care professionals contracted by Veterans Affairs to provide medical services under the Veterans Independence Program. ***Bank Number:*** VAC PPU 056

Veterans Life Insurance

This bank contains information required for the provision and administration of veterans life insurance programs. The purpose of this bank is to provide, under the Veterans Insurance Act the Veterans Insurance Regulations, the Returned Soldiers Insurance Act, and the Returned Soldiers' Insurance Regulations, information required in identifying eligible veterans, certain civilian personnel or widows of veterans who contracted for life insurance under the provisions of the Acts listed above. Information in this bank is shared with beneficiaries of policy holders and with the administrator/executor of the estate of a deceased policy holder or beneficiary for the purpose of administering his/her estate. It may also be shared with the Office of the Superintendent of Financial Institutions and with Revenue Canada for taxation purposes. ***Bank Number:*** VAC PPU 035

War Veterans Allowance/Civilian War Allowances

This bank contains information concerning the payment of War Veterans and Civilian War Allowances. This information relates to those qualified persons who served in, or were in close support of, the Armed Forces during World Wars I, II, and/or the United Nations peacekeeping operations in Korea. The authorization for this bank and the collection of social insurance numbers comes under the War Veterans Allowance Act, the Veterans Allowance Regulations, and the Civilian war Pensions and Allowances Act, Part XI. Information in this bank is provided to federal government institutions or departments or agencies of provincial or municipal governments that require the information to determine the entitlement of the individual to any social or financial benefits. The bank's information is also provided to qualified medical practioners, health professionals or social agencies (established or accredited by federal or provincial law) in order that they may adequately provide a health or social service needed by the individual. Information may also be disclosed to members of a provincial legislative body or to Members of Parliament acting in the interest of the individual. Information is also data-matched with Health and Welfare Canada and Revenue Canada (Taxation) for income verification purposes. ***Bank Number:*** VAC PPU 040

Associated Agencies

■ Veterans Appeal Board

Individual Case Summaries

Data in this bank include a person's name, service number, reason for application to the former War Veterans Allowance Board and a summary of the pertinent facts of the case, including options for the Board's consideration. The personal information contained in this bank relates to individuals who were dissatisfied with the decisions of the departmental adjudicators made under the War Veterans Allowance Act and the Civilian War Pensions and Allowances Act, Part XI. The purpose of this bank is to retain all case summaries, prepared by the staff of the Board to summarize the facts of each appeal, for reference purposes. These summaries date from 1981 to September 1987, when the War Veterans Allowance Board amalgamated with the Pension Review Board to form the new Veterans Appeal Board. ***Bank Number:*** VAC PPU 095

Veterans Appeal Board Appeals

This bank was established to store material relating to appeals made to the Veterans Appeal Board and the disposition thereof. It contains correspondence, notices, case summaries, documentary evidence, submissions, medical information and decisions, all related to the consideration and disposition of appeals filed before the Veterans Appeal Board. The information relates to individuals who have served in any of the Canadian Forces (or, in some cases, Allied Forces), certain civilians defined in the Acts mentioned below and their dependants. The purpose of this bank is to provide the Veterans Appeal Board with pertinent information to assist in the disposition of appeals against decisions of the Canadian Pension Commission and the Department of Veterans Affairs made under the Pension Act, the Civilian War Pensions and Allowances Act, Compensation for Former Prisoners of War Act, Flying Accidents Compensation Regulations, Gallantry Gratuity and Annuity Order, the Royal Canadian Mounted Police Superannuation Act and the Royal Canadian Mounted Police Pension Continuation Act. Information in this bank is provided to federal government institutions or departments or agencies of provincial or municipal governments that require the information in the determination of the entitlement of the individual for any social/financial benefit; to qualified medical practitioners, health professionals, or social agencies established or accredited by federal or provincial law to provide adequately a health or social service needed by the individual; or to members of a provincial legislative body acting in the interest of the individual. As well, information is disclosed to Members of the Parliament of Canada acting in the interest of the individual. The information is also used occasionally to support other claims of a similar nature. ***Bank Number:*** VAC PPU 080

■ Canadian Pension Commission

Pensions and Compensation

The data in this bank may be held in written or recorded form and include addresses, personal characteristics, regimental numbers, pension numbers, summaries of service medical records, information on dependants, applications for benefits, records of hearings, decisions at all levels of adjudication, benefits awarded, pension payment inquiries and related correspondence of the individuals concerned. These individuals are those who have served in any of the Canadian Forces (or, in some cases, Allied Forces), certain civilians defined in the Acts mentioned below and their dependants. Also, for Newfoundland veterans who, prior to 1949, received a pension from the British Government, the following information is maintained: entitlement ledgers, medical registers and nominal rolls. The purpose of the bank is to retain the documents required for making decisions on pensions, compensation and grants for applicants under the Pension Act, Flying Accident Compensation Regulations, Civilian War Pensions and Allowances Act (Parts I to X), Gallantry Gratuity and Annuity Order, the Royal Canadian Mounted Police Superannuation Act, the Royal Canadian Mounted Police Pension Continuation Act, the Special Operators War Services Benefits Act, the Supervisors War Services Benefits Act, the Penitentiary Inmates Accident Compensation Regulations, the Special Indemnity Plan for Dependants of Canadian Forces Attachés, the Defence Services Pension Continuation Act, the Women's Royal Naval Services and the South African Military Nursing Service (Benefits) Act. Information in this bank is provided to federal government institutions or departments or agencies of provincial or municipal governments that require the information to determine the entitlement of the individual to any social or financial benefits. The bank's information is also provided to qualified medical practitioners, health professionals or social agencies (established or accredited by federal or provincial law) in order that they may adequately provide a health or social service needed by the individual. Information is also disclosed to members of a provincial legislative body or Members of Parliament acting in the interest of the individual. Where a pension recipient is residing in a foreign country, the information in this bank may also be given to the administration of foreign governments for the purpose of administering pensions. In addition, it is used occasionally to support other claims of a similar nature. ***Bank Number:*** VAC PPU 055

Pensions Under the Halifax Relief Commission Pension Continuation Act

This bank contains personal, medical and social characteristics of those individuals whose injuries were registered with the Halifax Relief Commission following the explosion of December 6, 1917. The purpose is to maintain a record of persons injured in the Halifax explosion in order to administer pension payments and consider claims for pensions under the Halifax Relief Commission Pension Continuation Act. ***Bank Number:*** VAC PPU 050

■ Bureau of Pension Advocates

Legal Services for Pension Applicants and Allowance Appellants

The bank contains correspondence, notices, documentary evidence, submissions, forms relating to the initiation of claims, the searching of records, the identification of evidence, the counselling of applicants and the preparation and presentation of claims to the Canadian Pension Commission, entitlement boards of the Commission and the Veterans Appeal Board. Some items of information in this bank are subject to solicitor-client privilege, under section 11.1(2) of the Pension Act. The material is used for the preparation and presentation of claims. The class of individuals to whom the personal information bank relates is: Veterans of World War I, World War II, the Korean War, members of the Royal Canadian Mounted Police, members of the Canadian Armed Forces and their widows and dependants. The purpose of this bank is to provide information used by the Bureau in providing free legal service to persons seeking to establish claims under the Pension Act, the Civilian War Pensions and Allowances Act, War Veterans Allowance Act, Flying Accidents Compensation Regulations, Gallantry Gratuity and Annuity Order, the Royal Canadian Mounted Police Superannuation Act and the Royal Canadian Mounted Police Pension Continuation Act. Information in this bank is provided to federal government institutions, or departments or agencies of provincial or municipal governments that require the information in the determination of the entitlement of the individual for any social/financial benefit; to qualified medical practitioners, health professionals, or social agencies established or accredited by federal or provincial law to provide adequately a health or social service needed by the individual; or to members of a provincial legislative body acting in the interest of the individual. As well, information is disclosed to Members of Parliament acting in the interest of the individual. The information is also used occasionally to support other claims of a similar nature.
Bank Number: VAC PPU 090

Classes of Personal Information

In the course of conducting the programs and activities of the Department of Veterans Affairs and the associated agencies, namely the Veterans Appeal Board, the Canadian Pension Commission and the Bureau of Pensions Advocates, categories of personal information may be accumulated which are not contained in specific information banks described in this entry.

Such information includes enquiries, complaints and general correspondence stored as part of the general subject files and not retrievable by any personal identifier. This form of personal information is normally retrievable by means of specific information such as subject and/or date of communication.

The retention periods associated with this information are consistent with those associated with the general subject files wherein they are stored.

Manuals

Deputy Minister's Office

- Directorate of Public Relations Operations Manual

Operations Branch

- Assistance Fund Memoranda
- Health Service Programs Procedure/Interpretation Memoranda – Atlantic Region
- Health Service Programs Procedure/Interpretation Memoranda -Ontario Region
- Miscellaneous Trust Funds – Guidelines and Procedures Ontario Region Procedures
- Pacific Region Directives
- Quebec Region Procedures
- Veterans Services – Program Activity and Trends

Administration Branch

- Administrative Management Manual
- Administrative Services Operations Manual
- Affirmative Action Program-Action Plan
- Contract Administration Manual
- EDP Standards and Procedures Manual
- Financial Management Manual
- Lexicon
- Orientation Training Manual – "A sense of belonging"
- Personnel Communiqués
- Personnel Management Manual of Procedures
- Regulations – Office Consolidation Part II

Programs Branch

- Assistance Fund Guidelines
- A Counsellor's Pocket Guide to Programs and Services of Veterans Affairs
- Health and Social Services Directives Manual
- Operating Policies and Guidelines – Long Term Care/Aging Veterans Program
- Operating Policies and Guidelines for Special Equipment and Home Adaptations
- Veterans Services Boundary Book
- Veterans Services Operations Manual – Volumes I-IX
- War Veterans Allowance Board – Precedent Decision Manual
- War Veterans Allowance Policy – A Complete Package

Veterans Land Administration

- Conveyancer's Key
- Departmental Instructions
- Operations Policies
- Provincial Digest of the Devolution of Estates

Veterans Appeal Board

- Pension Review Board Interpretations I-30
- Pension Review Board Interpretations 31-35
- Pension Review Board Reports I-IX
- Veterans Appeal Board Interpretations
- Synopses of Pension Review Board Interpretations 1-35 Veterans Appeal Board Interpretations 36-39
- Veterans Appeal Board Operational Handbook

Canadian Pension Commission

- Commissioners' Reference Book
- CPC District Office Boundary Book
- CPC District Office Procedural Manual
- CPC Guide for Counsellors
- CPC Policy Manual
- CPC Procedural Directives

- CPC Table of Disabilities
- Medical Advisory Branch – Instruction Manual

Bureau of Pensions Advocates

- Bureau of Pensions Advocates Operational Memorandum

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

General information enquiries that do not require access to records should be addressed to the Communications Division in Ottawa or Charlottetown and to regional offices throughout Canada. Contact may be made in person, by telephone, or by writing to one of the following addresses.

Ottawa

Communications Division
284 Wellington Street
Ottawa, Ontario
K1A 0P4
(613) 992-7467

Charlottetown

Communications Services Directorate – Charlottetown
Daniel J. MacDonald Building
P.O. Box 7700
Charlottetown, Prince Edward Island
C1A 8M9
(902) 566-8195

Dartmouth/Halifax

Atlantic Regional Office
45 Alderney Drive
P.O. Box 1002
Dartmouth, Nova Scotia
B2Y 3Z7
(902) 426-8936

Montreal

Quebec Regional Office
4545 Queen Mary Road
Montreal, Quebec
H3W 1W4
(514) 496-6415

Toronto

Ontario Regional Office
4900 Yonge Street, Suite 500
Willowdale, Ontario
M2N 6B2
(416) 224-3879

Winnipeg

Prairie Regional Office
610-330 Graham Avenue
P.O. Box 6050
Winnipeg, Manitoba
R3C 4G5
(204) 983-4163

Vancouver

Pacific Regional Office
1185 West Georgia Street, Suite 400
Vancouver, British Columbia
V6E 4J5
(604) 666-2091

Reading Room

An area within the portfolio's library at head office in Charlottetown has been designated under the Access to Information Act as a public reading room. The address is:

Daniel J. MacDonald Building,
161 Grafton Street,
Charlottetown, Prince Edward Island.

Arrangements can be made for viewing documents in any of our field offices as well.

Western Economic Diversification Canada

Chapter 115

General Information

Background

The Department of Western Economic Diversification (WD) was established by the Western Economic Diversification Act (S.C. 1988, c. 17) on June 28, 1988. Some of the programs now under the Department's mandate were transferred from the Department of Regional Industrial Expansion.

Responsibilities

The Department administers the Western Diversification Program, a program designed to bring the West more fully into the mainstream of national economic development through judicious investments in projects with the greatest potential for economic development and diversification. The Department also acts as a pathfinder for western Canadian businesses seeking access to federal economic programs, and it ensures that western interests are represented in the development of federal economic policies. In addition, it intends to serve as a focus for federal economic activities in western Canada, particularly those that are aimed at the development of new businesses and industries, and related business infrastructures.

The Department also administers the following programs for the West, previously administered by the Department of Regional Industrial Expansion: Economic and Regional Development Agreements (ERDAs); General Development Agreements (GDAs); Western Transportation Industrial Development Program (WTID); and Industrial and Regional Development Program (IRDP).

Legislation

- Industrial and Regional Development Act
- Small Businesses Loans Act
- Special Areas Act
- Western Economic Diversification Act, S.C. 1988, c. 17

Organization

The Department of Western Economic Diversification is headed by the Deputy Minister, supported by the Senior Assistant Deputy Minister responsible for the Ottawa Liaison Office, and by the four Assistant Deputy Ministers each responsible for a regional office.

■ Headquarters

The major organizational components of Headquarters are the Program and Planning Branch, the Public Affairs Branch, and the Sectors.

■ Programs and Planning Branch

The Programs and Planning Branch coordinates inter-sectoral and inter-provincial policy, planning and economic analysis; monitors the business operations of the regional offices in the delivery of the programs; ensures quality regarding the project approval process; and reviews project proposals for recommendation to the Deputy Minister.

■ Public Affairs Branch

The Public Affairs Branch develops and administers the Department's public affairs and communications program. The Branch also provides the business community, the public and departmental managers with information about policies, programs and activities of the Department.

■ Sectors

As part of its mandate, the Department has been assigned sectors of responsibility. These sectoral responsibilities are carried out by the Deputy Minister, the Senior Assistant Deputy Minister, the four Assistant Deputy Ministers, and six sectoral Director Generals, located in the regional offices and headquarters.

These sectors are: energy, technology and tourism (administered by Headquarters); services and trade (administered by the Manitoba Regional Office); agriculture and mining (administered by the Saskatchewan Regional Office); manufacturing (administered by the Alberta Regional Office); transportation and forestry (administered by the British Columbia Regional Office); taxation and fiscal policy (administered by the Ottawa Liaison Office).

The sectors officials develop sectoral policies and criteria to be utilized in evaluating project proposals; provide expert sectoral assessment of business and economic development proposals; review the legislative, regulatory and policy development initiatives affecting the West; identify opportunities for diversification within their respective sectors; and manage significant inter-regional, sector-specific projects.

■ Regional Offices

The Regional Offices provide the full range of Department programs in their respective region and administer these programs locally. In addition, they carry out the Department's broad regional economic development policy and program coordination of federal and federal-provincial initiatives contributing to economic growth in the West. This regional development mandate includes the coordination of economic research and planning activities affecting each region; and the definition of provincial needs and priorities. The mandate also includes the representation of departmental interests with provincial governments; with trade, labour, and industry organizations; and with other federal departments and the general public. The mandate also includes the receipt, assessment, and approval of business proposals; and problem-solving and pathfinding to help enterprises overcome impediments to expansion and diversification.

▪ Ottawa Liaison Office

The Ottawa Liaison Office directs the administration of the Department including the provision of executive support services to the Minister and support services to the whole Department. The Office also provides for the development of programs, for framework policy development and coordination, and for the advocacy of western interests within the federal government.

The major organizational components of the Ottawa Liaison Office are the Executive Services and Evaluation Branch, the Policy Development and Coordination Branch, the Finance and Professional Services Branch and the Human Resources Branch.

▪ Executive Services and Evaluation Branch

The Executive Services and Evaluation Branch provides writing and advisory services in the area of ministerial correspondence and analysis; and advisory services relating to policy development activities, parliamentary liaison and briefings, and coordination of briefings for ministerial travel and meetings. It also carries out periodic, objective reviews of all departmental programs, operations and management systems. Such reviews help determine the efficiency and cost-effectiveness of programs and provide the Department with timely and objective information which is useful in making decisions about program continuance, resource allocation and accountability. The reviews also enable the Branch to recommend improvements in planning, program design and policy development.

▪ Policy Development and Coordination Branch

The Policy Development and Coordination Branch develops and coordinates the Department's framework policies in the sectoral areas of economic, industrial and trade policy for the West. It monitors policy issues across the whole range of Cabinet committees, and provides strategic policy, economic, and statistical analysis and intelligence, including the analysis of departmental policies, programs and services. In addition, it advocates the economic development interests of the Western provinces within the federal government by influencing federal policies, programs and expenditure changes.

▪ Finance and Professional Services Branch

The Finance and Professional Services Branch provides the Department with financial planning and accounting services, administrative services, security, facilities management, and informatics.

▪ Human Resources Branch

The Human Resources Branch provides personnel services and advises managers on all matters involving human resource management.

Information Holdings

Program Records

Access to Information and Privacy

Description: Subjects relating to the operation of the Access to Information and Privacy office. *Topics:* Records access. *Access:* Files arranged by subject. ***Program Record Number:*** WED FPS 050

Communications

Description: Subjects relating to discussions, recommendations, and documentation on issues as well as publicity and promotional planning activities of the Department. *Topics:* Communications generally; publications; news clippings; news releases; speeches. *Access:* Files arranged by subject. ***Program Record Number:*** WED COM 045

Economic and Regional Development Agreements and Sub-Agreements

Description: Subjects relating to economic and regional development initiatives undertaken by the Department (and other departments responsible for Western economic and regional development). Subjects involve cross-sectoral policies and the resulting agreements and sub-agreements. *Topics:* Economic and Regional Development Agreements (ERDA) and related sub-agreements (Manitoba, Saskatchewan, Alberta, British Columbia). *Access:* Files arranged by province and by subject. ***Program Record Number:*** WED PDC 015

Economic and Regional Development Agreements and Sub-Agreements – Sub-Agreement Projects

Description: Subjects relating to economic and regional development sub-agreement projects carried out by the Department in Western Canada including project documents; requests for information, investigation and analysis; project monitoring; financial statement review; and evaluation. (Note: Individual projects are normally treated as exempt under sub-section 20 (1) of the Access to Information Act.) *Topics:* Sub-agreement projects generally; agricultural processing and marketing; Winnipeg core area; industrial development; small business incentives. *Access:* Files arranged by project name and by subject. ***Program Record Number:*** WED REG 020

Industrial Regional Development Program and Projects

Description: Subjects relating to industrial regional development initiatives undertaken by the Department (and other departments responsible for Western economic and regional development). Subjects involve cross-sectoral policies, including requests for information, investigation and analysis; project monitoring; financial statement review; and evaluation. (Note: Individual projects are normally treated as exempt under sub-section 20 (1) of the Access to Information Act. *Topics:* Industrial Regional Development Program (IRDP) and related provincial projects (Manitoba, Saskatchewan, Alberta, British Columbia). *Access:* Files arranged by province, project and by subject. ***Program Record Number:*** WED REG 025

Sectoral Analysis and Planning – Agriculture
Description: Subjects relating to the sectoral profiles, intelligence, and current conditions of the Canadian agriculture sector and outlook. *Topics:* Meat industry; malting plants; starch plants; agri-food industry; aquaculture industry; fertilizer industry; agri-forest technologies; ethanol production and marketing program; alfalfa industry; grain industry; game farming; canola industry; peat moss; diversification strategies. *Access:* By subject matter ***Program Record Number:*** WED SEC 055

Sectoral Analysis and Planning – Energy
Description: Subjects relating to the sectoral profiles, intelligence, and current conditions of the Canadian energy sector and outlook. *Topics:* Oil; gas; uranium; ethanol; hydrogen; coal; Hydro; energy upgrading. *Access:* By subject matter. ***Program Record Number:*** WED SEC 060

Sectoral Analysis and Planning – Forestry
Description: Subjects relating to the sectoral profiles, intelligence, and current conditions of the Canadian forestry sector and outlook. *Topics:* Research and development salmonoid enhancement program; aquaculture; shakes and shingles. *Access:* By subject matter. ***Program Record Number:*** WED SEC 065

Sectoral Analysis and Planning – General
Description: Subjects relating to the sectoral profiles, intelligence, and current conditions of the Canadian economy and outlook. *Topics:* Sectors generally; communications; community; environment; labour; natives. *Access:* By subject matter. ***Program Record Number:*** WED SEC 040

Sectoral Analysis and Planning – Manufacturing
Description: Subjects relating to the sectoral profiles, intelligence, and current conditions of the Canadian manufacturing sector and outlook. *Topics:* Health products; shipbuilding and repair industry; textile and clothing industry; carpet, mat and rug industry. *Access:* By subject matter. ***Program Record Number:*** WED SEC 070

Sectoral Analysis and Planning – Mining
Description: Subjects relating to the sectoral profiles, intelligence, and current conditions of the Canadian mining sector and outlook. *Topics:* Potash; coal; structural materials; sulphur; phosphate; gold; acid mine waste; base metals; offshore mining; exploration/investment. *Access:* By subject matter. ***Program Record Number:*** WED SEC 075

Sectoral Analysis and Planning – Services
Description: Subjects relating to the sectoral profiles, intelligence, and current conditions of the Canadian services sector and outlook. *Topics:* Telecommunications; films and the arts; environmental industries; publishing; printing; business and financial services; engineering consulting and industrial services. *Access:* By subject matter. ***Program Record Number:*** WED SEC 080

Sectoral Analysis and Planning – Taxation and Fiscal Policy
Description: Subjects relating to the sectoral profiles, intelligence, and current conditions of the Canadian taxation and fiscal sector and outlook. *Topics:* Taxation and fiscal policy issues. *Access:* By subject matter. ***Program Record Number:*** WED SEC 090

Sectoral Analysis and Planning – Technology
Description: Subjects relating to the sectoral profiles, intelligence, and current conditions of the Canadian technological sector and outlook. *Topics:* Microelectronics; bio-technology; computer software and services; medical and biological sciences; high technology; Canadian space program; aerospace industry; air parts industry; comprehensive annual science and technology plans; industrial research assistance program; university research programs; provincial research organizations and councils; advanced industrial materials; scientific research and experimental development tax incentive program; Canadian innovation fund. *Access:* By subject matter. ***Program Record Number:*** WED SEC 085

Sectoral Analysis and Planning – Tourism
Description: Subjects relating to the sectoral profiles, intelligence, and current conditions of the Canadian tourism sector and outlook. *Topics:* Data/statistics; tourism marketing; tourism associations and schools; tourism industry. *Access:* By subject matter. ***Program Record Number:*** WED SEC 095

Sectoral Analysis and Planning – Trade
Description: Subjects relating to the sectoral profiles, intelligence, and current conditions of the Canadian trade sector and outlook. *Topics:* Canada/U.S. Trade Agreement; multilateral trade negotiations; subsidy and countervail program; trade shows and events; world trade centres. *Access:* By subject matter. ***Program Record Number:*** WED SEC 105

Sectoral Analysis and Planning – Transportation
Description: Subjects relating to the sectoral profiles, intelligence, and current conditions of the Canadian transportation sector and outlook. *Topics:* Rail; air; marine; cruise ship industry; grain transportation. *Access:* By subject matter. ***Program Record Number:*** WED SEC 100

Western Diversification Program and Projects
Description: Subjects relating to western diversification initiatives undertaken by the Department (and other departments responsible for Western economic and regional development). Subjects involve cross-sectoral policies, including requests for information, investigation and analysis; project monitoring; financial statement review; and evaluation. (Note: Individual projects are normally treated as exempt under sub-section 20 (1) of the Access to Information Act. *Topics:* Western Diversification Program (WDP) and related provincial

projects (Manitoba, Saskatchewan, Alberta, British Columbia). *Access:* Files arranged by province, by project and by subject. *Program Record Number:* WED REG 030

Western Economic Diversification – General

Description: Subjects relating to the Department's involvement with various associations, memberships in committees, procurement initiatives, and other topics of a general nature. *Topics:* Committees and councils; task forces and working groups; conferences and seminars; liaison; meetings; procurement initiatives. *Access:* Files arranged by subject. *Program Record Number:* WED PPB 005

Western Economic Diversification – Projects

Description: Subjects relating to the overall administration of the Department's projects in Manitoba, Saskatchewan, Alberta and British Columbia; related reports, summaries, briefing notes and documents, and inquiries. *Topics:* Projects administration; projects reports; briefings; provinces (Manitoba, Saskatchewan, Alberta, British Columbia). *Access:* Files arranged by subject. *Program Record Number:* WED PPB 010

Western Transportation Industrial Development Program and Projects

Description: Subjects relating to western transportation industrial development initiatives undertaken by the Department (and other departments responsible for Western economic and regional development). Subjects involve cross-sectoral policies, including requests for information, investigation and analysis; project monitoring; financial statement review; and evaluation. (Note: Individual projects are normally treated as exempt under sub-section 20 (1) of the Access to Information Act. *Topics:* Western Transportation Industrial Development Program (WTIDP) and related provincial projects (Manitoba, Saskatchewan, Alberta, British Columbia). *Access:* Files arranged by province, by project and by subject. *Program Record Number:* WED REG 035

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting
Acts and Legislation
Administration
Administration and Management Services
Audits
Budgets
Buildings and Properties
Classification of Positions
Employment and Staffing
Equipment and Supplies
Finance
Furniture and Furnishings
Human Resources
Occupational Health, Safety and Welfare
Office Appliances
Official Languages
Pensions and Insurance
Personnel
Procurement
Salaries and Wages
Staff Relations
Training and Development
Vehicles

Personal Information Banks

■ Administration

Access and Privacy Requests Data Bank

Description: This bank contains the access request forms sent by individuals requesting access to the Department's records under the Access to Information Act, and the Privacy Act, the replies to such requests, and information related to their processing. This bank also contains requests made by third parties for disclosure of personal information under the categories of permitted disclosures to third parties outlined in subsection 8(2) of the Privacy Act, the replies to such requests, and information relating to their processing. Information on exemptions claimed or on complaints handled may also be included. *Class of Individuals:* Individuals requesting access to the Department's records under the Access to information Act, or under the Privacy Act. *Purpose:* The purpose of this bank is to process and retain access and privacy requests, and to report on the number of requests received annually. *Consistent Uses:* Contents of this bank may be disclosed to the Privacy Commissioner or the Access to Information Commissioner during the investigation of complaints from requesters of information. *Retention and Disposal Standards:* Records are retained for two years from the date of the last administrative action, after which they are destroyed. *TBS Registration:* 002456 *Bank Number:* WED PPU 005

Applications for Employment

Description: This bank contains the applications received from individuals seeking employment from the Department. This information usually consists of letters to which curricula vitae are attached. *Class of Individuals:* Individuals seeking employment with the Department. *Purpose:* The purpose of this bank is to provide reference data as positions become vacant. *Retention and Disposal Standards:* Records are retained for two years, after which they are destroyed. *TBS Registration:* 002457 *Bank Number:* WED PPU 010

Consulting and Professional Services Contracts

Description: This bank contains the contract proposals, contracts awarded, types of services rendered, length of contracts, money expended, and the actual contracts with supporting documentation. *Class of Individuals:* Individuals hired under consulting and professional services contracts by the Department. *Purpose:* The purpose of this bank is to provide accounting, reference, and statistical data. ***Retention and Disposal Standards:*** Records are retained for six years, after which they are destroyed. ***TBS Registration:*** 002458 ***Bank Number:*** WED PPU 015

Mailing Lists

Description: This bank contains mailing lists with the names and addresses of individuals, firms, groups, etc. ***Class of Individuals:*** Individuals, firms, groups, government officials, etc. ***Purpose:*** The purpose of this bank is to maintain a standard list of individuals, groups, associations, and businesses for the purpose of mailing press releases, publications, and other documentation on departmental activities and programs. ***Retention and Disposal Standards:*** Records are updated continuously, as information changes. ***TBS Registration:*** 002459 ***Bank Number:*** WED PPU 020

Operations

Committees, Councils, Task Forces and Working Groups

Description: This bank contains the terms of reference; work plans; agendas; briefs and analyses from individuals and groups; minutes; press releases; etc., of committees, councils, task forces, and working groups administered by the Department or in which the Department is a major participant. This bank also contains the names and addresses of participating groups and individuals. ***Class of Individuals:*** Individuals presenting briefs and other material at the meetings. ***Purpose:*** The purpose of this bank is to retain all the minutes of meetings for reference and historical purposes. ***Retention and Disposal Standards:*** Records are retained for five years, after which they are transferred to the National Archives of Canada for selective retention. ***TBS Registration:*** 002460 ***Bank Number:*** WED PPU 025

Operations – Projects

Agricultural Processing and Marketing (APMA) Program Projects

Description: This bank contains project applications for funding assistance under the Agricultural Processing and Marketing (APMA) Program. The applications consist of the applicant's profile and supporting documentation; the project's description, costs, financing, and analysis; and the Department's project recommendation and implementation. ***Class of Individuals:*** Individuals and groups submitting applications for funding assistance from the Department. ***Purpose:*** The purpose of this bank is to retain a record of all requests for and inquiries about funding assistance under the Agricultural Processing and Marketing (APMA) Program, for assessment, recommendation and implementation by departmental officials. The bank also provides reference and statistical data. ***Retention and Disposal Standards:*** Records are retained for six years, after which they are transferred to the National Archives of Canada for selective retention. ***TBS Registration:*** 002462 ***Bank Number:*** WED PPU 035

Industrial Development (IDA) Program Projects

Description: This bank contains project applications for funding assistance under the Industrial Development (IDA) Program. These applications consist of the applicant's profile and supporting documentation; the project's description, costs, financing, and analysis; and the Department's project recommendation and implementation documentation. ***Class of Individuals:*** Individuals and groups submitting applications for funding assistance from the Department. ***Purpose:*** The purpose of this bank is to retain a record of all requests for and inquiries about funding assistance under the Industrial Development (IDA) Program, for assessment, recommendation and implementation by departmental officials. The bank also provides reference and statistical data. ***Retention and Disposal Standards:*** Records are retained for six years, after which they are transferred to the National Archives of Canada for selective retention. ***TBS Registration:*** 002463 ***Program Record Number:*** WED PPU 040

Industrial Regional Development (IRD) Program Projects

Description: This bank contains project applications for funding assistance under the Industrial Regional Development (IRD) Program. These applications consist of the applicant's profile and supporting documentation; the project's description, costs, financing, and analysis; and the Department's project recommendation and implementation documentation. ***Class of Individuals:*** Individuals and groups submitting applications for funding assistance from the Department. ***Purpose:*** The purpose of this bank is to retain a record of all requests for and inquiries about funding assistance under the Industrial Regional Development (IRD) Program, for assessment, recommendation and implementation by departmental officials. The bank also provides reference and statistical data. ***Retention and Disposal Standards:*** Records are retained for six years, after which they are transferred to the National Archives of Canada for selective retention. ***TBS Registration:*** 002464 ***Bank Number:*** WED PPU 045

Proposals and Inquiries

Description: This bank contains proposals for funding assistance under a departmental program. The proposals may consist of very informal requests for information, a letter or a formal application requesting funding. It does not contain approved proposals. These are part of the specific funding projects (i.e., the APMA projects). The bank also contains inquiries into the status of proposals. ***Class of Individuals:*** Individuals, associations, and groups requesting information and/or submitting proposals for funding assistance from the Department. ***Purpose:*** The purpose of this bank is to retain in-progress proposals for funding assistance and requests for information. The bank also provides reference and statistical data. ***Retention and Disposal Standards:*** Records are retained for two years, after which they are destroyed. ***TBS Registration:*** 002461 ***Bank Number:*** WED PPU 030

Small Business Incentives (SBISA) Program Projects

Description: This bank contains project applications for funding assistance under the Small Business Incentives (SBISA) Program. These applications consist of the applicant's profile and supporting documentation; the project's description, costs, financing, and analysis; and the Department's project recommendation and implementation documentation. *Class of Individuals:* Individuals and groups submitting applications for funding assistance from the Department. *Purpose:* The purpose of this bank is to retain a record of all requests for and inquiries about funding assistance under the Small Business Incentives (SBISA) Program, for assessment, recommendation and implementation by departmental officials. The bank also provides reference and statistical data. *Retention and Disposal Standards:* Records are retained for six years, after which they are transferred to the National Archives of Canada for selective retention. *TBS Registration:* 002465 *Bank Number:* WED PPU 050

Western Diversification Program (WDP) Projects

Description: This bank contains project applications for funding assistance under the Western Diversification Program (WDP). These applications consist of the applicant's profile and supporting documentation; the project's description, costs, financing, and analysis; and the Department's project recommendation and implementation documentation. *Class of Individuals:* Individuals and groups submitting applications for funding assistance from the Department. *Purpose:* The purpose of this bank is to retain a record of all requests for and inquiries about funding assistance under the Western Diversification Program (WDP), for assessment, recommendation and implementation by departmental officials. The bank also provides reference and statistical data. *Retention and Disposal Standards:* Records are retained for six years, after which they are transferred to the National Archives of Canada for selective retention. *TBS Registration:* 002466 *Bank Number:* WED PPU 055

Western Transportation Industrial Development (WTID) Program Projects

Description: This bank contains project applications for funding assistance under the Western Transportation Industrial Development (WTID) Program. These applications consist of the applicant's profile and supporting documentation; the project's description, costs, financing, and analysis; and the Department's project recommendation and implementation documentation. *Class of Individuals:* Individuals and groups submitting applications for funding assistance from the Department. *Purpose:* The purpose of this bank is to retain a record of all requests for and inquiries about funding assistance under the Western Transportation Industrial Development (WTID) Program, for assessment, recommendation and implementation by departmental officials. The bank also provides reference and statistical data. *Retention and Disposal Standards:* Records are retained for six years, after which they are transferred to the National Archives of Canada for selective retention. *TBS Registration:* 002467 *Bank Number:* WED PPU 060

Winnipeg Core Area Program Projects

Description: This bank contains project applications for funding assistance under the Winnipeg Core Area Program. These applications consist of the applicant's profile and supporting documentation; the project's description, costs, financing, and analysis; and the Department's project recommendation and implementation documentation. *Class of Individuals:* Individuals and groups submitting applications for funding assistance from the Department. *Purpose:* The purpose of this bank is to retain a record of all requests for and inquiries about funding assistance under the Winnipeg Core Area Program, for assessment, recommendation and implementation by departmental officials. The bank also provides reference and statistical data. *Retention and Disposal Standards:* Records are retained for six years, after which they are transferred to the National Archives of Canada for selective retention. *TBS Registration:* 002468 *Bank Number:* WED PPU 065

Classes of Personal Information

In the course of conducting the programs and activities of the Department, personal information may be accumulated which is not contained in the specific information banks described in this entry. This information exists in a fragmented form throughout the subject files of the Department. This information is stored as part of the general subject files, where records are not normally retrieved by the name of the individual or other personal identifier. This form of information is retrievable only if specifics are provided concerning the subject matter, the related departmental activity, as well as the date at which the information was received by the Department and the name of the person to whom it was addressed. The personal information contained in these files is retained for the same period of time as the related subject information and disposed of according to the appropriate records schedules.

Manuals

- Finance and Professional Services Manual
- Human Resources Policies and Procedures Manual
- Precedent Project Casebook
- Program Policy Manual
- Records Classification Manual
- WDP Operations Handbook – Project Assessment and Approval

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Department and its various programs and functions may be directed to:

Headquarters
Communications
Edmonton, Alberta
(403) 495-4304

Manitoba Regional Office
Communications
Winnipeg, Manitoba
(204) 983-6243

Saskatchewan Regional Office
Communications
Saskatoon, Saskatchewan
(306) 975-5942

Alberta Regional Office
Communications
Edmonton, Alberta
(403) 495-4304

British Columbia Regional Office
Communications
Vancouver, British Columbia
(604) 666-1318

Ottawa Liaison Office
Communications
Ottawa, Ontario
(613) 952-7100

Reading Room

The Library of the Department has been designated under the Access to Information Act as a public reading room. The address is:

Room 8285, Centennial Towers
8th Floor
200 Kent Street
Ottawa, Ontario.

Yukon Territory Water Board

Chapter 116

General Information

Background

The Yukon Territory Water Board was established by the Northern Inland Waters Act in 1970.

Responsibilities

The responsibility of the Yukon Territory Water Board is to manage and protect the Yukon's surface and sub-surface water resources. Water Use Licences are issued for hard rock mining, hydropower generation, municipal use in some cases, placer gold mining and other industrial purposes. A licence application received by the Board is reviewed at a public hearing which is advertised in the Canada Gazette and the local newspapers. At the hearing, the applicant presents his case before the Board; in addition, members of the public who have submitted a written Notice of Intention to Intervene before the hearing, may present arguments for or against the issuance of a licence to the applicant.

If no intervenors come forward before the date set for the public hearing, it may be cancelled. The Board considers the application without public input, and a licence is either issued or denied. A licence drafted by the Board generally contains terms and conditions which reflect a balance between protection of the water resources and their exploitation as proposed by the applicant. The licence is then sent to the Minister whose signature renders it legally effective.

The Regional Manager Water Resources, Yukon Region, Department of Indian Affairs and Northern Development enforces the terms and conditions of Water Use Licences.

Legislation

- Northern Inland Waters Act, 1970
- Regulations approved by Governor in Council in 1972

Organization

The Yukon Territory Water Board has nine members appointed by, and responsible to, the Minister of Indian Affairs and Northern Development. The Board includes a Secretariat, consisting of five employees of the Department of Indian Affairs and Northern Development, Northern Affairs Program.

Information Holdings

Program Records

Licence Files
Description: Correspondence and other information on licences issued, such as documentation on monitoring programs and compliance with licence terms, in addition to that contained in the Water Use Register. ***Program Record Number:*** YTW YTW 015

Water Use Application File
Description: Application forms describing the project, proposed water use, correspondence between the Board and applicant. ***Program Record Number:*** YTW YTW 010

Water Use Register
Description: Official Water Use Register. ***Topics:*** Water Use Licences and related documents; applications for licences; supporting documents, including engineering and design plans, construction schedules, as-built drawings, technical submissions; correspondence between the Board and the applicant; reasons for decisions, and terms and conditions of the issued licence. ***Program Record Number:*** YTW YTW 005

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Board's programs and functions may be directed to:

Chairman
Yukon Territory Water Board
Suite 302, 4114 Fourth Avenue
Whitehorse, Yukon
Y1A 4N7

(403) 668-4884
Fax: (403) 668-3628

Reading Room

The Board's Register Room has been designated under the Access to Information Act as a public reading room. It is located at:

Suite 302, 4114 Fourth Avenue
Whitehorse, Yukon